

**BY ORDER OF  
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 36-105**

**1 MAY 2002**

**Personnel**



**CIVILIAN INSTITUTION PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies, procedures, and standards for Air Force personnel assigned to education or training programs administered by Civilian Institution Programs (CI), Air Force Institute of Technology (AFIT). It is directive as well as informative. Each student will comply with applicable portions unless specifically exempted. This instruction does not apply to Educational Delay students who should refer to AFITI 36-104, Education With Industry or Senior Health Policy Fellowship students who should refer to AFITI 36-103, or to Health Professions Scholarship/Financial Assistance Program students who should refer to AFITI 36-101. Personnel who violate the specific prohibitions and requirements of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ). This instruction implements the following higher-headquarters publications: DoD 1322.10, Policy on Graduate Education for Military Officers, DoD1322.6, Fellowships, Scholarships, and Grants for DoD Personnel, AFD 36-23, Military Education, AFI 36-2301, Professional Military Education, AFI 36-2302, Professional Development, AFI 36-2611, Officer Professional Development, AFOATSI 36-2018, AFROTC Special Actions Programs, AETCI 36-2213, Support of AU Education Program Personnel Attending Civilian Institutions by AFROTC Detachments and the Education and Training Course Announcements (ETCA) web site <http://etca.randolph.af.mil/>.

This instruction is affected by the Privacy Act of 1974. Each form required by this instruction contains a Privacy Act Statement either incorporated in the body of the document or on a separate sheet accompanying each such document.

## SUMMARY OF REVISIONS

This publication reflects changes made to streamline the publication and delete redundancy. It adds requirements for students to use the AFIT/CI web page to perform various administrative requirements. Additionally, changes were made to bring the weight management program in-line with Air Force directives.

Part One describes the organization of CI and discusses the specific responsibilities of AFIT students, AFIT Liaison Officers (LOs), and AFROTC detachment support.

Part Two provides information regarding personnel, medical, and financial matters. It gives specific information on in-processing, disposition of records, and leave and pass procedures.

Part Three explains academic policies and procedures. It provides detailed information regarding academic program planning, education plan preparation, academic standards, program alterations, academic travel, academic research, and surveys. It describes actions necessary at program conclusion and departure from school.

Part Four provides specific guidance for student special programs. Information contained in this part supplements general information provided elsewhere in this instruction.

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## **PART I - ORGANIZATION AND RESPONSIBILITIES**

### **Chapter 1**

#### **ORGANIZATION**

##### **1.1. General.**

1.1.1. Definitions. In this instruction, a “civilian institution” is any civilian university, college, school, (including all non-AF DoD schools), industrial organization, or hospital (including non-Air Force DoD hospitals) in which AFIT has CI-sponsored students. United States Air Force personnel are enrolled under Air Force Institute of Technology (AFIT) sponsorship *for degree, residency or fellowship programs*. A “CI student” is any “United States Air Force officer” participating in an AFIT-sponsored program at a civilian institution.

1.1.2. Introduction. A CI student is assigned to AFIT with a duty station at a civilian institution. A student’s primary contact at AFIT is their program manager, who assists the student in completing a program, which satisfies an established USAF educational requirement. On campus, the student’s primary contact is the Liaison Officer (LO), usually the senior AFIT student on campus. At institutions hosting Air Force Reserve Officer Training Corps (AFROTC) Detachments, the Professor of Aerospace Studies (PAS) and detachment staff are also available

for advice and assistance in accordance with AETC Instruction 36-2213, Support of Air University (AU) Education Program Personnel Attending Civilian Institutions By Air Force Reserve Officer Training Corps (AFROTC) Detachments, Administrative Control of Air Force Institute of Technology Students Attending Civilian Institutions.

## **1.2. Civilian Institution Programs.**

1.2.1. Mission. AFIT/CI supports the AFIT mission by placing Air Force officers in civilian universities, research centers, hospitals, and industrial organizations to meet specific Air Force educational requirements. AFIT/CI then oversees each student's program to ensure successful completion in minimal time.

1.2.2. Organization. AFIT/CI has three divisions: Graduate Education Programs (CIG), Health Care Education (CIM), and Administration (CIA). Student administrative support and budgetary matters are provided by Administration (CIA). Payments for educational expenses made to the educational institutions and to students are managed by Resources and Business Division (AFIT/RPB).

1.2.3. Program Managers (PM). The PM is an officer or civilian equivalent whose education and/or experience generally relates to the student's academic program. Most PMs hold advanced academic degrees, usually in a discipline similar to that of most of their students. The PM will:

1.2.3.1. Place students in civilian institutions commensurate with the student's academic background, the Air Force educational requirement, and established directives.

1.2.3.2. Initiate assignment instructions.

1.2.3.3. Approve education plans and research topics.

1.2.3.4. Monitor student progress.

1.2.3.5. Manage student travel and authorize appropriate reimbursements.

1.2.3.6. Maintain liaison with students and institutions through campus visits.

1.2.3.7. Complete training reports on officers.

1.2.4. The AFIT Liaison Officer (LO). An LO is appointed by AFIT/CI at each civilian institution with two or more CI students and serves as the personal campus representative of the AFIT Commandant, assisting in the administration of AFIT students. Each student should be aware of the LO's command and administrative responsibilities as outlined in Chapter 2, Section B.

1.2.5. The AFROTC Detachment at the institution is charged with administrative support of AFIT students as outlined in AETCI 36-2213. The PAS will conduct semiannual counseling of active duty officers with less than three years service, and provide other assistance to students

and AFIT/CI as required. Each student should be aware of the PAS's administrative responsibilities as outlined in Chapter 2, Section C.



## Chapter 2

### RESPONSIBILITIES

#### *Section A—Duties and Responsibilities of all AFIT/CI Students*

##### **2.1. General.**

2.1.1. Responsibilities. CI students are members of the Air Force and will conduct themselves accordingly. Their actions reflect directly on the image of the Air Force and AFIT. Individuals who violate this instruction will be subject to adverse administrative and/or disciplinary action. Cases involving military personnel are subject to the Uniform Code of Military Justice (UCMJ).

2.1.2. Dress and Appearance. Students will comply with the dress and grooming provisions of DoD Directive 5500.7, AFI 36-2903, Dress and Personal Appearance of Air Force Personnel; AETC Instruction 36-2213, Support of Air University (AU) Education Program Personnel Attending Civilian Institutions By Air Force Reserve Officer Training Corps (AFROTC) Detachments; and the guidance of the LO, PAS, and PM. Civilian clothing is normally worn for class attendance, and the same standard of neatness required for the uniform is expected. All AFIT students, except those at the Naval Postgraduate School, students outside the CONUS, or hospital-based medical personnel, will wear the uniform one-day per week unless otherwise specified. The appropriate uniform will be worn when conducting official business at a military installation or when required by current directives. Either the LO or the PAS will designate the day for uniform wear. Medical/dental personnel who are newly commissioned and have not yet attended officer basic military training are not required to wear the uniform. At schools with no AFROTC or LO, students will wear the uniform on Tuesdays.

2.1.3. Academic Integrity. All students are expected to adhere to the highest standards of academic integrity. Students are to pursue their academic programs without unauthorized assistance. Also, students are to give credit to others' words and ideas so as to avoid committing plagiarism. Violations of this principle of academic honesty will not be tolerated. Any incident involving a violation will be reported to AFIT through the LO.

2.1.4. Military Ethics. DoD 5500.7R, Joint Ethics Regulation (JER), provides guidance concerning acceptable conduct of Air Force members. Some specific prohibitions are:

2.1.4.1. The student may not engage in any private business or professional activity or have any direct or indirect financial interest that would place the student in a position where there is a conflict (or the appearance of a conflict) between the student's private interests and those related to the student's Air Force duties and responsibilities.

2.1.4.2. Students and their immediate families may not solicit, and with limited exceptions, may not accept gifts from anyone engaged in or endeavoring to engage in business with any component of the Department of Defense (DoD).

2.1.4.3. Students may not engage in any conduct that is illegal, dishonest, or otherwise brings discredit to the Air Force.

2.1.4.4. Students should avoid any fraternization or appearance of fraternization or other unprofessional relationships.

(AFI 36-2909, Professional and Unprofessional Relationships)

2.1.5. Drug Abuse. The illegal or improper use of drugs including marijuana, hemp seed or hemp oil and all other illegal drugs is absolutely incompatible with Air Force standards of behavior, performance, and discipline necessary for accomplishing the mission and will not be tolerated. Drug abuse can seriously damage one's physical and mental health, jeopardize personal safety and the safety of others. It can also result in a less than honorable discharge from the service and punitive action under the Uniform Code of Military Justice. Students are responsible for the following:

2.1.5.1. Reporting known or suspected incidents of drug abuse.

2.1.5.2. Encouraging AF persons known to the students to have an existing or potential drug abuse problem to seek assistance through the Air Force Drug Rehabilitation Program (AFI 36-810, Substance Abuse Prevention and Control).

2.1.6. Alcohol Abuse. Students have the responsibility to exercise good judgment in the use of alcohol. Air Force policy is to prevent alcohol abuse and alcoholism among its personnel and their dependents and to assist Air Force personnel in resolving alcohol-related problems. Driving while intoxicated will not be tolerated; violators are subject to apprehension and punishment under the Uniform Code of Military Justice (AFR 31-204, Air Force Motor Vehicle Traffic Supervision).

2.1.7. Equal Opportunity and Treatment (EOT). Air Force standards of conduct require that one treat others with respect and dignity regardless of their race, color, religion, age, national origin, or sex. The Air Force does not tolerate arbitrary discrimination by act or inference (AFI 36-2705, Discrimination and Sexual Harassment).

2.1.8. Political Activity. AFI 51-903, Dissident and Protest Activities, provides guidance about participation in political activities. Students should not involve themselves in campus protests and demonstrations.

2.1.9. Mobilization and Emergency Instructions. The campus is considered the duty station. Report to the AFROTC Detachment in the event of mobilization and follow instructions issued by the PAS. If there is no AFROTC Detachment, follow instructions issued by the LO. If there is neither an AFROTC Detachment nor an LO at the school attended, report to the nearest facility listed: Air Force base or United States Army, Navy, or Marine installation, Air Force Recruiting or AFROTC Detachment, or other federal government installation. In the event of general war or major disaster while away from the campus, report to the nearest facility listed above (reference: AFI 32-4001, Disaster Preparedness Planning and Operations).

2.1.10. Off-duty Employment. Off-duty employment is not normally authorized unless extreme

hardship can be proved. Students should contact their Program Manager for further information. CI students are full-time students whose task is to complete their programs in the minimum time. They are expected to devote full time to their academic programs. Officers in the legal program should refer to Chapter 8 for specific instructions concerning off-duty employment. Others must submit a written request to the Dean, through their PM. Off-duty employment includes any arrangement by which a student receives payment for his or her services.

## **2.2. Duty Status.** Students will:

2.2.1. Report arrival on campus to AFIT by updating the Arrival/Change of Address, on the incoming student section of the web site. Students are reminded if they arrive at their assigned school prior to the report not earlier than date (RNETD) specified in their PCS orders, they will be charged leave. (Chapter 3)

2.2.2. Attend all scheduled classes regardless of university policy, unless excused by the PM. Program Managers will require a letter from your instructor supporting planned absences. As military professionals on orders to civilian educational institutions, it is each student's duty to attend all scheduled classes and comply with any local accountability procedures. Any planned absence from class must have advance authorization from the PM. Emergency absences must be personally explained to both the LO and the PM. Failure to attend classes or to comply with local personnel accountability procedures may result in administrative action, disciplinary action and/or withdrawal from the AFIT program.

2.2.3. Sign-out from their assigned school within seven calendar days after official program completion date, unless authorized to do otherwise. Students with follow-on assignments where early reporting is not authorized should contact their PM if completion date causes unwanted leave. However, students may elect to depart after their official departure date, but they will be charged leave for any such period beyond their allowed travel time by their gaining organization. (Chapter 7)

2.2.4. Weight Checks. ROTC Detachments will weigh CI students each year. Student's who weigh-in during in processing, are not required to be weighed again for that year. All students will comply with AF standards, which are available on the CI web site. Students exceeding weight standards, (the LO or PAS will contact AFIT/CIA for further instructions) will be measured for body fat percentage at the supporting base Health and Wellness Center (HAWC).

2.2.4.1. Students without an AFROTC Detachment must contact AFIT/CIA, for instructions.

2.2.4.2. For medical deferrals due to pregnancy, members will still need to participate in annual weight checks and must provide a physical profile. Six months after the pregnancy ends, members will be weighed for compliance with AF standards.

2.2.5. Weight and Body Fat Management Program (WBFMP). Students not meeting body fat standards will be enrolled in the WBFMP by the supporting AFROTC Det and will participate in mandatory physical conditioning.

2.2.5.1. Physical conditioning will be conducted five days per week during the time the student is not in class. An AF Form 1975 will be used by the student reviewed by the PAS or LO. Students at locations without an ROTC Det or LO are required to send a copy of the form to AFIT/CIA quarterly.

2.2.5.2. An individual's failure to progress in the WBFMP will be fully documented and reported to AFIT/CIA. To maintain satisfactory progress, a loss of 1% body fat or 3 pounds (female)/5 pounds (male), is required every 30 days during Phase I of the WMP.

2.2.5.3. All personnel in the WBFMP (except those members that are on the one-year probation period) will be measured for body fat percentage monthly by the supporting base HAWC.

2.2.6. Physical Fitness Testing. Due to their diverse geographical locations, lack of equipment and lack of certified personnel to conduct the Physical Fitness Test, students assigned to AFIT/CI are exempt from participation in this program. Although exempt from this program, students are still required to maintain a personal fitness program and maintain Air Force standards. LOs will monitor students fitness program and report to AFIT/CIA (afit.cia1@afit.edu) quarterly on the number of members engaging in a formal physical conditioning program, based on the review of documentation records. Students at locations without an LO will report directly to AFIT/CIA.

2.2.7. AFIT/CI students will participate in the Air Force Drug Testing Program. AFROTC Detachments or supporting MPFs manage the program.

**2.3. Accident and Casualty Responsibilities.** Students will:

2.3.1. Report disabling injuries and illnesses to the LO or follow the instructions in paragraph 2.11. if the LO is unavailable.

**2.4. Administrative Responsibilities.** Students will:

2.4.1. Comply with all policies and instructions provided by AFIT, the LO, and PAS.

2.4.2. Comply with local policies concerning dress and decorum.

2.4.3. Perform additional duties assigned by the LO.

2.4.4. Report to the LO, within one day, any incidents with the police, legal infractions (for example DWI or DUI) or any other unusual circumstance not specifically covered under this instruction. Students unable to reach the LO will report such occurrences to the AFROTC PAS or to the PM.

2.4.5. Complete requirements for dental and physical examinations by established suspense dates.

2.4.6. Comply with all requests from AFIT or the servicing MPF within 10 calendar days unless

otherwise directed. If action cannot be completed within the suspense, students will forward an interim response.

2.4.7. Complete the Motorcycle Certification Letter (available on CI web page under Incoming Student Info). For the purposes of this instruction, a motorcycle is defined as a motorcycle, motorbike, or moped but does not include vehicles that are strictly dirt bikes (never used on public roads), or has an engine size of less than 50cc.

2.4.7.1. Students who do not own or operate a motorcycle will certify they do not require training and submit certification to their PM.

2.4.7.2 Students who own or operate a motorcycle will schedule training and use the certification form to request TDY orders or permission to claim reimbursement (SF 1164, Claim for Reimbursement for Expenditures on Official Business) for mileage to the training location (see Figure 7.2). If training is required, it must be scheduled within 30 days of entering an AFIT/CI program or purchase of a motorcycle. The certification should be submitted to the PM when completed.

2.4.7.3. The required training consists of both classroom and hands-on training and is accomplished by taking either:

2.4.7.3.1. Motorcycle Challenges Course IV (multimedia classroom) and Motorcycle Operators Skill Test (MOST II).

2.4.7.3.2 The Better Biking Program (BBP) conducted by the Motorcycle Safety Foundation (MSF) through civilian sources. Call 1-800-447-4700 for the location of the nearest MSF training site. Fees for the BBP are reimbursable by submitting a SF 1164 to your PM.

2.4.7.4. The training must be completed within 90 days of entering the AFIT/CI program. Students who haven't been fully trained after 90 days will not ride any street motorcycle until they become fully trained, except when riding to the course. Students who have completed either MOST II or BBP are not required to repeat training, as this is a one-time requirement.

2.4.8. Submit one copy of a signed Buckley Amendment form (Consent to Release Academic Information), to the PM, and take a second copy to the registrar's office at the civilian institution (available on CI web page under Incoming Student Info).

2.4.9. Take necessary action to ensure 3rd party billing and tuition billing is setup. Normally, students must deliver a copy of their PCS orders to the Bursar's office.

2.4.9.1. Students must take a copy of their PCS orders to their bursar's office to initiate payment. Students with questions regarding billing or other financial considerations should contact AFIT/RPB at DSN 785-8400, commercial 1-937-255- 8400/1-800-423-1377.

2.4.10. Resident Status. Many schools grant reduced tuition rates to students who qualify as residents. Each student should check with the LO and the school's registrar to determine resident

status. Students who qualify as residents should ensure that the bursar is aware of their status and that AFIT is billed accordingly. Students with spouses employed full time at their schools should also investigate the possibility of being granted resident status, as some universities grant such status to full-time employees and their immediate families.

2.4.11. Medical service officers enrolled in residency and fellowship programs will provide a residency-training plan to their PM no later than 21 days after arrival to their organization.

2.4.12. Complete AF Form 357, Family Care Certification, if they are either single parents or have a military spouse with dependents. Upon identification, AFIT/CIA will forward dependent care documentation to the student. Students will have 60 days to complete and return the AF Form 357 and a copy of your Power of Attorney to AFIT/CIA. Students collocated with an AFRQTC Detachment will file the original AF Form 357 and a Power of Attorney, with the detachment. Students will submit written confirmation/correction of the AF Form 357 to AFIT/CIA in October of each year.

2.4.13. Act as disinterested officers on inquiries and investigations as directed by the PAS. These inquiries/investigations may pertain to AFROTC students as well as AFIT students.

**2.5. Academic Responsibilities.** Students will:

2.5.1. Complete prescribed academic programs in minimal time as outlined in Chapter 4.

2.5.2. Submit AFIT Forms 18 and 18A (Education Plan and Financial Voucher), signed by their advisor, directed by AFIT within 21 days following class start date.

2.5.3. Submit grade reports to PMs as soon as they know them but NLT 21 days after the close of each term or explain extenuating circumstances to PM.

2.5.4. Students on academic probation will phone in their mid-term grade estimates. Final grades will be phoned in as soon as they are known, to be followed by an appropriate grade report.

2.5.5. Advise PMs and LOs immediately of any education plan, program, or other changes which affect academic progress.

**2.6. Conclusion.** The preceding listed duties represent the major responsibilities of CI students. It is not a final or complete list. Detailed instructions on these and other responsibilities are provided in applicable portions of this instruction and the CI web site.

***Section B--Liaison Officer Duties and Responsibilities***

**2.7. General.** The LO will act as the personal representative of the AFIT Commandant in all matters pertaining to CI active duty students assigned to the institution, and will comply with the applicable provisions of AETC Instruction 36-2213, Support of Air University (AU) Education Program Personnel Attending Civilian Institutions By Air Force Reserve Officer Training Corps (AFROTC) Detachments. The LO Handbook provides further guidance.

**2.8. Command Responsibilities.** The LO will:

2.8.1. Maintain good order and discipline among CI active duty students and maintain harmonious relationships with institutional authorities and local military organizations, especially the AFROTC Detachment and the PAS if applicable.

2.8.2. At schools with an AFROTC unit, assist the PAS in the administration of the programs outlined in paragraphs 2.8.3.1. and 2.8.3.2.

2.8.3. At schools without an AFROTC unit:

2.8.3.1. Ensure weight checks and or body fat measurements are conducted annually, NLT 31 October, or as deemed appropriate. Report failures to meet body fat to AFIT/CIA. Obtain medical appointments (to determine if the individual can participate in a physical fitness program) for the student; notify AFIT/CIA of the date and time of the medical appointments.

2.8.3.2. Maintain AF Form 393, Individual Record for the Weight Management and Fitness Improvement Training (FIT), on each active duty student who enters the WBFMP. Review student's AF Form 1975, Personal Fitness Progress Chart, and forward a copy of it to AFIT/CIA monthly.

2.8.4. Obtain, report, and disseminate information as requested by AFIT.

2.8.5. Designate a CI active duty officer student as acting LO whenever the LO will be away from the immediate area. If the LO will be absent more than 72 hours, the LO must notify AFIT/CI and the PAS (if applicable) of the acting LO's name and phone number.

2.8.6. Appoint CI active duty students to perform duties as required and prepare local operating instructions as appropriate.

2.8.7. Within one duty day following notification, report to AFIT/CI and the PAS (if applicable) the following:

2.8.7.1. Any violation of the UCMJ involving CI students.

2.8.7.2. Any significant changes in campus or community atmosphere which impact CI students.

2.8.7.3. Any police incidents (including DWI/DUI) involving CI students.

2.8.7.4. Any significant incident or situation not specifically covered in this instruction.

2.8.8. For incidents, obtain copy of police report (if applicable), the student's personal written explanation/description of the incident and all other appropriate information to the PM immediately. NOTE: No formal USAF inquiry or investigation will be initiated without prior authorization from AFIT.

2.8.9. Brief all new arrivals on local policies and procedures (see paragraph 2.10.5.).

2.8.10. Maintain an effective ground safety program to include safety education, job safety and hazard abatement. Conduct a quarterly safety briefing with all assigned students. Maintain the names of students briefed and topics covered for one year. High interest items such as DWI/DUI, the use of seat belts, and motorcycle safety/training, should be emphasized during each meeting. Any safety information provided by AFIT/CI should be circulated and discussed. Unique local hazards and safety information should also be emphasized. LO safety programs are subject to inspection by the HQ AETC/IG.

2.8.11. Ensure AFIT students are aware of their responsibilities to act as disinterested officers on inquiries and investigations. Note, these inquiries and investigations may pertain to AFROTC students as well as AFIT.

**2.9. Personnel Accountability Responsibilities.** The LO will:

2.9.1. Establish procedures to account for all assigned CI active duty students at all times. To aid accurate and timely accountability, the LO should appoint other CI active duty students as team chiefs for teams of 5 to 10 students based on criteria such as academic field, common class buildings, campus area, residential area, etc.

2.9.2. Ensure local accountability procedures provide for the following:

2.9.2.1. At least weekly, all students will have contact with their appointed team chiefs or the LO (through personal conversations, telephone, or sign-in sheet).

2.9.2.2. Proper authorization by the team chief or LO for 72-hour passes and leaves.

2.9.2.3. Proper notification of the team chief or LO of departure on PCS and departure and return on pass, leave, and TDY.

2.9.3. Match CI roster with all assigned CI active duty students. This roster is affected by the Privacy Act and should be so marked; it should include at least the following for each student (Roster of AFIT students available to assigned LO's through the CI web site, enable student functions):

2.9.3.1. Full name and SSAN.

2.9.3.2. Academic field, degree level and scheduled completion date.

2.9.3.3. Local address and phone number.

2.9.4. Notify AFIT/CI when a student cannot be accounted for.



**2.10. Personnel Counseling Responsibilities.** The LO will:

2.10.1. Maintain weekly contact with team chiefs or students directly to ensure personal problems affecting any student's military or academic performance are quickly discovered and dealt with through personal counseling as appropriate.

2.10.2. Provide counseling for, and information about, any CI active duty student as requested by AFIT.

2.10.3. Conduct quarterly safety briefings as described in paragraph 2.8.10.

2.10.4. Ensure military personnel under the age of 26 receive a predeparture safety briefing before departing on leave, TDY, or PCS in accordance with AETC Supplement I to AFI 91-207, The US Air Force Traffic Safety Program. These briefings will be documented on AETC Form 29B, Predeparture Safety Briefing.

2.10.5. LO Briefing. Immediately after arrival on campus, the student must report to the LO or a designated representative. At that time, the LO will provide guidance on the following matters:

2.10.5.1. Sign-in procedures.

2.10.5.2. Availability and location of the AFROTC Detachment and the requirement for reporting to the PAS.

2.10.5.3. Location of the servicing AFO and MPF.

2.10.5.4. Availability of the local military installations for medical, exchange, and commissary facilities.

2.10.5.5. Housing information.

2.10.5.6. Accountability and leave procedures.

2.10.5.7. Academic responsibilities and procedures.

2.10.5.8. Location of faculty advisors and academic offices.

2.10.5.9. Ensure each student is briefed on local procedures of accountability.

**2.11. Casualty/Mishap/Duty Status Reporting Responsibilities.** The LO will:

2.11.1. Notify the PM, and AFROTC PAS if applicable, in case of death, on-or-off duty injury, anything resulting in hospitalization and/or quarters, or estimated damage to government property of over \$1,000. Make notifications as listed below. All notifications must be by telephone and done as quickly as possible.

2.11.2. Notifications. Gather the following information:

2.11.2.1. Name, grade, SSAN of student involved.

2.11.2.2. Nature and details of accident.

2.11.2.3. Place of hospitalization, local phone number, effective date and time of hospitalization and estimated release date/time.

2.11.2.4. When the closest USAF safety officer and/or casualty assistance office was notified. It is the LO's responsibility to request the nearest safety office to investigate a mishap IAW AFI 91-204, Safety Investigations and Reports. The LO will inform the student's PM which safety office is preparing the ground accident report.

2.11.2.5. A phone number where the LO, team chief, or responsible CI student can be located for further information.

2.11.3. During duty hours (0800-1700 EST) notify the student's PM by calling 1-800-543-3490/3577 and their extension.

2.11.4. After duty hours, notify the student's PM by calling the Wright-Patterson Consolidated Command Post (Commercial 937-257-6314 or Toll Free 1-800-435-8036 ext. 76314). Ask for the AFIT Staff Duty Officer.

2.11.5. In case of death or hospitalization over 25-hours also notify the host base Command Post and the host base servicing MPF (for duty status reporting). If any CI active duty student is to be hospitalized over 24 hours, provide the information in paragraph 2.11.2. during normal duty hours and further advise the servicing MPF of any change in release date. For deaths, also notify the Casualty Assistance Office at your servicing base MPF.

2.11.6. Establish procedures so that any CI active duty student can take the appropriate action noted in paragraph 2.11.1. in the absence of the LO or team chief. For example, the LO must have the telephone numbers of the nearest safety office and casualty assistance office readily available.

**2.12. Administrative Responsibilities.** The LO will:

2.12.1. Approve leave requests as specified in Chapter 5, Section E.

2.12.2. Arrange for presentation of awards and decorations to active duty students and coordinate with the AFROTC PAS (if applicable).

2.12.3. Coordinate AFIT/CI staff visits with the PAS (if applicable) and appropriate institution officials. The LO will be informed of such visits well in advance by the responsible CI officer.

2.12.4. Maintain an adequate supply of necessary forms and correspondence material. AFIT/CI or the local AFROTC Detachment (if applicable) will furnish needed material upon request.

2.12.5. Notify AFIT/CI whenever distinguished visitors are expected on campus and are scheduled to meet with AFIT students.

2.12.6. Immediately inform the PM of any incident involving an AFIT student, which could result in disciplinary action or embarrassment to the Air Force.

### ***Section C—AFROTC Administrative Responsibilities***

**2.13. General.** AETC Instruction 36-2213 provides that AFROTC has concurrent Article 15, UCMJ authority, and provides administrative support and oversight to designated AU-assigned personnel. The following paragraphs outline areas in which the LO and individual student may therefore expect such assistance. Active duty AFROTC units can access a listing of CI students assigned to the university through the AFIT/CI web, <http://ci.afit.edu/rotcinfo/>.

**2.14. Personal Grooming and Uniform Wear Standards.** The PAS will ensure that active duty AFIT students at their campus comply with Air Force grooming and uniform wear standards (AFI 36-2903) and designate the day of the week during the academic term for AFIT students to wear the uniform. Wear of the uniform one day per week is mandatory, except for personnel participating in hospital-based medical, Naval Postgraduate School programs or those outside the CONUS. Medical/dental personnel who are newly commissioned and have not yet attended officer basic military training are not required to wear the uniform.

**2.15. Personnel Counseling.** The PAS will assist the Commandant, AFIT, as follows: Counsel AFIT active duty students as required. Normal academic counseling will be accomplished by the AFIT LO. However, counseling students may be delegated by the AFIT LO to another AFIT student or by the PAS to an assistant PAS if the counselor so appointed has at least three years commissioned service and is senior to the counselee.

**2.16. Incident and/or Disciplinary Action.** The PAS will assist the Commandant, AFIT, as follows:

2.16.1. After coordination with the LO, immediately inform the Dean, CI, of any incident involving an AFIT student which could result in disciplinary action or embarrassment to the Air Force, and unless relieved by the AFIT Commandant, promptly conduct an inquiry. Disinterested Air Force officers may be used. The PAS will submit the final report and recommendations to the Dean, CI.

2.16.2. After coordination with the LO, forward appropriate recommendations in writing to the Dean, CI, regarding disciplinary or disenrollment action with any AFIT student who falls below Air Force standards.

**2.17. Other Administrative Support.** The PAS will assist the AFIT Commandant, as follows:

2.17.1. Conduct orientation for all new students, and in coordination with the LO, conduct a commander's call for AFIT students at least twice each academic year. Final year sponsorship medical/dental students who have not yet attended Commissioned Officer Training (COT) should not be required to wear uniforms at these sessions.

2.17.2. Prepare, certify, and submit to the local Air Force Accounting and Finance Office (AFO) all travel and pay documents pertaining to AFIT students. Exception: Bootstrap students are supported by the AFO at their base of assignment.

2.17.3. Advise and assist AFIT students on personal and medical problems, including procedures for obtaining medical and dental care in accordance with AFI 41-101, Obtaining Alternative Medical and Dental Care.

2.17.4. Ensure weight checks and/or body fat measurements (at supporting HAWC) are conducted when student is selected or as deemed appropriate. Air Force height and weight standards may be found at the AFIT/CI web site.

2.17.4.1. Maintain AF Forms 393, Individual Record for Weight Management and Fitness Improvement Training (FIT) Programs, on each active duty AFIT student who enters the WBFMP. Ensure the LO reviews AF Form 1975 and forwards a copy of the form to AFIT/CIA monthly. Additionally, ensure students are measured monthly at the supporting base HAWC.

2.17.5. Ensure students who are either single parents or have a military spouse with children, complete AF Form 357, Dependent Care Certification. Maintain the AF Form 357 and conduct annual briefings and recertification IAW AFI 36-2908, Family Care Plans. Ensure students send copies to AFIT/CI.

2.17.6. Administer the Air Force Drug Testing program for AFIT/CI students.

## PART 2- MILITARY POLICIES AND PROCEDURES

### Chapter 3

#### GENERAL PERSONNEL/ FINANCIAL/MEDICAL/FLYING REQUIREMENTS INFORMATION

##### *Section A--Assignment to a Civilian Institution/General Personnel Information*

#### **3.1. Arrival on Campus.**

3.1.1. **Students Must Sign In.** At a minimum, AFIT students must sign in with their PM and their servicing MPF. Additionally, they must sign in with the local AFROTC Detachment and LO if their institution has one. Each student must report their arrival at school by updating personal data on the CI web site as soon as their permanent residence has been established. Students are reminded that if they report prior to their RNETD specified in their PCS Orders, they will be charged leave.

3.1.2. In-processing. Newly accessed officers may be authorized TDY en-route to their Air Force Military Personnel Flight (MPF) and servicing AFO identified in their EAD orders for processing to active duty and to have their pay records staffed. If not authorized TDY en-route, the LO or AFROTC Detachment can assist the officer in fulfilling these requirements.

3.1.3. Submission of Initial Education Plan and Financial Voucher, (AFIT Forms 18 and 18A) (Paragraph 4.3.).

#### **3.2. Communications.**

3.2.1. Communication with Students. This instruction is the primary means of relaying directives, policies, and other information to students. It is supplemented by the AFIT/CI web site which is required reading. Students must comply with all applicable directives, as well as written and telephonic communications from AFIT.

3.2.2. Communication with AFIT. Office symbols and telephone numbers are published on the AFIT/CI web page.

3.2.2.1. Telephonic Communications. Students with general questions related to academic matters should first contact local sources (LO, AFROTC, or other CI students). If the information is not available there, students should contact their PM. Detailed problems or inquiries requiring approval of higher headquarters should be completely explained in a letter. If time is critical, students may contact their PM by telephone. The AFIT/CI toll-free number is 1-800-543-3490/3577, ext 3012 for Medical Programs and ext 3028 for Line Graduate Education programs.

3.2.2.2. Communications via Electronic Mail (E-Mail). Students should have an e-mail account for communicating with the AFIT/CI staff and are strongly encouraged to use e-mail.

<a href="mailto:afit.cig@afit.edu">afit.cig@afit.edu</a>	Graduate Education Division
<a href="mailto:afit.cigd@afit.edu">afit.cigd@afit.edu</a>	Civil Engineering/Legal/Chaplain/Corn/PA
<a href="mailto:afit.cigg@afit.edu">afit.cigg@afit.edu</a>	Scholarships/Fellowships/Grants
<a href="mailto:afit.cigh@afit.edu">afit.cigh@afit.edu</a>	Education with Industry
<a href="mailto:afit.cigk@afit.edu">afit.cigk@afit.edu</a>	Foreign Area Studies/Criminology/Food Service
<a href="mailto:afit.cigs@afit.edu">afit.cigs@afit.edu</a>	Academy Faculty Prep
<a href="mailto:afit.cigw@afit.edu">afit.cigw@afit.edu</a>	Physical Sciences/AFIT Faculty Prep
<a href="mailto:afit.cim@afit.edu">afit.cim@afit.edu</a>	Medical and Dental Residencies and Fellowships
<a href="mailto:afit.cimi@afit.edu">afit.cimi@afit.edu</a>	Allied Health Education (BSC, MSC, & NC)

### FIGURE 3.1 - AFIT/CI STUDENT PROGRAM MILESTONES

#### *Incoming Students*

Initial Contact with PM: provide name, home address/home and duty phone/email  
 Send in acceptance letter after school selection approval by PM  
 Log on to the AFIT/CI web site and begin Incoming Student Checklist  
 Motorcycle Certification Letter  
 Buckley Amendment Release Letter (a release form giving consent to the release of identifying data, academic work completed, grades, academic evaluation, attendance date, dismissal proceedings, and disciplinary actions, etc.) PCS orders (PM review's for correctness)

#### *Arrival at School*

Report arrival to/in-process with:  
 Liaison Officer  
 AFROTC Det (if applicable)  
 Servicing MPF  
 PM by way of web site – Arrival/Change of Address  
 Complete Education Plan (AFIT Form 18 & 18A) within 21 days of start of classes  
 Medical residents and fellows submit training plan within 21 days of program start

#### *Current Students*

Report Grades to PM (via email, web site or phone call) within 21 days of end of term

Semesters:

January

June

September

Quarters:

April

July

October

January

Education Plan Updates to PM as needed

Update AFIT Completion Date with the PM as needed

Training Report Inputs via web page, email, FAX or traditional mail

Annual (2 weeks prior to anniversary of AFIT start)

Final (2 weeks prior to AFIT completion date)

3.2.2.3. Written Communications. All written communications should be addressed to the appropriate office and, if known, individuals. *CI mailing address:* AFIT/CI, Bldg 642

2950 P Street

WPAFB OH 45433-7765

Use this address when using special mail  
Services such as FEDEX or UPS

AFIT/CI, Bldg 16

2275 D Street

Room 120

WPAFB OH 45433-7765

### **3.3. Disposition of Records.**

3.3.1. Unit Personnel Records Group. These records will be hand carried by the students and given to their servicing MPF or local AFROTC Detachment during in processing.

3.3.2. Provide your local address and phone number to your MPF, LO, AFROTC detachment, and PM.

3.3.3. Medical Records. Personnel may retain their records until needed for treatment or turn them in to the Medical Treatment Facility (MTF) they expect to use. Check with the LO or AFROTC detachment for further information.

3.3.4. Flying Records. All rated officers, including those who have been suspended from flying duty less than three years, will forward their Flying Evaluation Folder and one copy of their PCS orders to their servicing Flight Management Office.

3.3.5. Dental Records. These records may be hand carried by the student.

3.3.6. Credentials File for Physicians, Dentists, and Other Health Care Providers. AFI 44-119, Medical Service Clinical Quality Management, requires that professional credentials be maintained on all health care providers at their unit of assignment. Those officers should have their credentials on file at AFIT while under AFIT sponsorship. Individuals should contact their last duty organization to ensure their credentials file was forwarded to AFIT/CIM in accordance with the above directive.

**3.4. Record of Emergency Data (DD Form 93).** The DD Form 93 is the only document used by the USAF to notify next of kin in cases of serious illness, injury, or death and to determine

beneficiaries of pay and allowances. Changes in emergency data should be immediately reported to the servicing MPF. Examples of reportable changes are as follows:

3.4.1. Marriage or divorce of member.

3.4.2. Birth or death of children/spouse.

3.4.3. Change of address or death of mother, father, beneficiary, or other persons to be notified.

3.4.4. Desired change of beneficiary.

3.4.5. Any change in service member's address.

**3.5. Medical Malpractice Coverage and State Licensure.** Air Force medical service officers training under authority of lawful orders issued by the Air Force, while performing training, are acting within the scope of their employment with Air Force under federal law. The provisions of 28 United States Code, section 2679, will immunize the officers from individual tort liability.

3.5.1. AFI 44-119, Medical Service Clinical Quality Management, stipulates that all Air Force health care providers must hold a valid state license. The expense must be borne by the individual.

3.5.2. Licensure may also be required by either the state or the training program for residents, fellows, or other healthcare professionals as a prerequisite to providing health care services in that state. Air Force-sponsored officers licensed in a state other than the one where they are training may apply for reciprocity.

3.5.3. When a military practitioner enters a civilian training program, the interpretation of officially assigned military duties varies from state to state. Some states have within the framework of their legislation a provision, which exempts the military member from licensure while on active duty regardless of whether the care is rendered in a military or civilian environment. Other states require that a license be obtained by state board examination, reciprocity, or some other type of regulatory process. In the latter case, there is usually a fee. All fees and expenses of state licensure must be borne by the individual.

3.5.4. Drug Enforcement Administration (DEA) License Renewals. Practitioners who are required to personally hold a DEA license, formerly referred to as a Bureau of Narcotics Dangerous Drug (BNDD) License, may be exempt from paying the registration fee. If required to file for the license, the student should complete the individual identifying data portion of the form, send it to AFIT/CIM, and it will be endorsed to the DEA. In this manner, the student may save the fee expense. If the DEA does not waive the fee, request reimbursement from AFIT/CIM. Civilian institutions may have a central DEA license, which affords coverage to individual house staff practitioners.

**3.6. Performance Reports.**



3.6.1. Officers in an AFIT program will not receive Officer Performance Reports (OPR). They will receive an AF Form 475, Education/Training Report (TR) (AFI 36-2402, Chap 5), annually and upon completion of their programs. TRs are completed by the PM one year from program start date and annually thereafter for the duration of a student's AFIT program. Final TRs are completed by the PM upon receipt of a student's completion letter or Degree Posted Transcript. Students must submit detailed input for their TR no later than two weeks prior to the report's closeout date. If the program completion date is within four calendar months (120 days) of the annual report closing date, a final report will be prepared in lieu of the annual report. Training report inputs can be submitted via the AFIT/CI web site under the enable student function or by email to the PM.

3.6.2. TR Input. At a minimum the following must be submitted (see Figure 3.2):

3.6.2.1. Cumulative grade point average (GPA)/scale

3.6.2.2. Number of credit hours taken

3.6.2.3. Thesis/dissertation title

3.6.2.4. Comment on area of research and if it is AF related

3.6.2.5. Titles of papers published/presented

3.6.3. Students who **are unable** to complete their thesis or dissertation during their tour are given a final training report that reflects an unfinished program, i.e., "All But Dissertation/Thesis." Subsequently, if a student finishes the thesis/dissertation they are eligible to receive a supplemental training report, which reflects program completion. To be eligible for this training report, officers must submit a letter to the Admissions/Registrar Directorate (AFIT/RR) as described in AFI 36-2402, and provide a transcript reflecting the completion of the degree if one is not already in the officer's record.

### **3.7. Promotions.**

3.7.1. Officers will be considered for and promoted in accordance with established criteria. All AFIT student officers will have a "Narrative Only" Promotion Recommendation Form (PRF) AF Form 709, prepared by their losing senior rater before departing their losing base. The HQ USAF Student Evaluation Board will consider AFIT students eligible for promotion consideration at the Air Force Personnel Center (AFPC) for promotion recommendations. This board usually convenes 60 days prior to the promotion board. The student evaluation board will review the "narrative only" AF Form 709s along with the command records and will award a "DP," or "P" on a new PRF. Copies of PRFs will be sent to the students in a sealed envelope. Upon receipt of promotion sequence numbers from AFPC, the servicing MPF will advise the officers of the effective date they may assume the higher grade. Promotion orders are published by AFPC and should be received approximately 30 days after the effective date of promotion.

3.7.2. Records Review. Officers eligible for promotion will receive a pre-selection brief from

their servicing MPF prior to a promotion board. These briefs should be reviewed thoroughly to verify the accuracy of the data. Changes should be made through the appropriate MPF office.

**3.8. Professional Military Education (PME).** PME selections are made by AFPC. The servicing MPF will notify concerned officers upon receipt of the selection lists. Starting dates will be established by AFPC. AFIT does not have any in-resident PME quotas. Departing eligible AFIT students, who desire to attend PME, should contact their assignment managers at AFPC.

**3.9. Physical Fitness.** Students assigned to AFIT/CI are exempt from this program. Although exempt, it is each individual's responsibility to maintain his or her fitness within Air Force standards. Additionally, each student is required to inform the LO, or AFIT/CIA, if they have no LO, quarterly of their physical fitness program efforts.

### FIGURE 3.2 - TRAINING REPORT INFORMATION

The Training Report is completed in lieu of the OPR during the AFIT program. Here is some very important and helpful guidance for your TR inputs. Since your PM is not with you on a day-to-day basis, he/she doesn't know what you are doing all the time. We rely heavily on your inputs to make a good TR. Don't get a bad TR because you didn't spend the time to give us good inputs. Read all of the information below...it will help tremendously.

#### Content:

- The academic portion of the TR includes a statement clarifying how you were selected for your program, your cumulative GPA, and the number of hours completed. The student should provide the title of the thesis, as well as what the thesis studies and how this can benefit the DoD. Additionally, we can include any publications, special projects, etc.
- The "Professional Qualities" section can include any work with AFROTC, local charities, churches, or any other non-academic accomplishments
- The "Other Comments" section is normally used for direct quotes from professors or AFROTC Detachment Commanders. A final TR is not an all-inclusive report of everything you've done since the beginning of your program. It is a report of what has happened since your last TR. Do not submit the same inputs for a final TR that you submitted for an annual TR, they will not be included. If something you worked on spanned the time period of both reports, it can be included.
- Please be aware, the web site TR doesn't allow the student to see how much space is available on the form. There are only 16 lines available in the academic section, 8 lines available in the professional section, and 5 lines available in the "other" section

#### Training Report Ideas:

- Selection for the Dean's List or other academic honors (specify which terms)
- Articles published or prepared/submitted/accepted for publication (title, date and where published) or presented to professional organizations
- TDY's accomplished – include details concerning the TDY (how it contributed to your research)
- Honorary societies, if you became a member of the society during your AFIT program. Spell out acronyms
- Correspondence courses completed during your AFIT program (not PME)
- Civic contributions.
- AFROTC involvement.
- Letters of Appreciation, comments from advisors or head of the department
- Estimate the time in hours, which you spent in research and preparation of the thesis/dissertation
- Explain relevancy of thesis/dissertation topic to the USAF/DOD if any exists. You are not required to choose a relevant topic but are encouraged to do so.

**3.10. Active Duty Service Commitments (ADSCs).** Because of the wide variety of programs,

the different commitments associated with each, and the fact that many programs contain qualifying criteria, the computation of ADSCs is the responsibility of AFPC and the student's MPF at both the previous duty station and the first duty station following completion of an AFIT tour. AFI 36-2107, Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC), is the governing instruction. MPF personnel at the next duty station will have all the documents required to accurately compute the commitment. AFPC will use the start and stop dates of the AFIT program to calculate the ADSC. AFPC/DPSFA is the AF OPR. AFPC/DPAME is the OPR for medical service officers. They will compute and update the ADSC into the Automated Personnel Data System (APDS).

### ***Section B--Financial Information***

**3.11. Military Pay Records.** The LO or AFROTC detachment will advise each student of the location of the servicing AFO and assist the student in completing financial arrangements.

**3.12. Travel and Dislocation Allowance.** Each change in permanent duty station entitles members and dependents to various travel and dislocation reimbursements. The TMO/Finance office at the support base will assist the student in determining entitlement and completing the necessary paperwork.

**3.13. Incentive and Foreign Language Pay.** Students receiving incentive pay for performance of certain hazardous duties (parachute jump, demolition, human acceleration) are not authorized these entitlements while enrolled in an AFIT program. This pay should terminate on the date of departure from the last duty station. If for some reason the student continues to receive this pay, notify the servicing MPF or AFO immediately. Foreign language pay may or may not be authorized depending upon the language. Check with the servicing MPF for exact details.

**3.14. Special Pay for Health Professionals:** HQ AFMC/DPAMF, 550 C Street West Ste 27, Randolph AFB TX 78150-4729, is the office of primary responsibility for medical special pays. Special pay information is also posted to the AFPC website. All special pay contracts for medical service officers assigned to an AFIT training position will be forwarded to AFIT/CIM, Bldg 642, 2950 P St., Wright Patterson AFB OH 45433-7765 for appropriate action.

**3.15. Flight Pay.** See paragraphs 3.25.

**3.16. Book and Thesis Reimbursement.** See paragraphs 6.4

**3.17. Academic Travel.** See paragraph 6.6.

3.17.1. Government Credit Card. All active duty Air Force members are required to have the Government Credit Card. If you do not have one, contact your PM for guidance on how to obtain one. If you do have a card, it should be transferred under AFIT.

**3.18. Verification of Employment.** Students should request verification for employment form from the Customer Support Office at their servicing MPF. The form should be completed by the student's servicing AFO. **Do not** send requests for verification of employment to AFIT.

Students can also obtain a statement of service from vMPF web site at <http://www.afpc.randolph.af.mil/>.

### ***Section C—Medical and Dental Treatment***

**3.19. Required Physical/Dental Examinations.** Students should be notified by their servicing MPF if they require a dental or physical examination. All students will then schedule themselves during the required time frame. Students unable to comply with the examination requirements will immediately notify their servicing MPF.

**3.20. Immunizations.** HQ USAF/SGPA has waived routine military immunization requirements for all AFIT students, provided their shots are up-to-date prior to reporting to AFIT duty locations and that after graduation, immunizations required for overseas locations be obtained prior to reporting to ports of embarkation. Since every state now has immunization requirements for school entry and some states have extended this requirement to colleges and universities, all CI students must abide by the state and local regulations on immunization requirements. CI students will obtain immunizations available locally (e.g., flu) as directed by the LO or PAS.

**3.21. Civilian Medical/Dental Treatment for Members.** Military students located in areas not served by the traditional military healthcare system may be eligible for TRICARE Prime Remote (TPR). Members are eligible if they are under full time orders, and they live and work more than 50 miles from a military hospital or clinic. Family members are not eligible for TPR. More detailed information on this program can be found by visiting the TRICARE website at <http://www.tricare.osd.mil/remote/> or by calling 1-888-MHS-MMSO.

**3.22. Medical Travel.** Expenses for medical treatment are the responsibility of the servicing MTF, so students should contact the MTF's resource management office to obtain local policy when filing claims for travel reimbursement. Reimbursement is not authorized for dependent medical travel unless assigned overseas. When possible, students should ensure routine medical appointments do not conflict with classes. If unavoidable, contact your PM prior to appointment date.

### ***Section D—Flying Requirements***

**3.23. Flying Status.** Rated officers in AFIT programs will be assigned an Aviation Service Code (ASC) which indicates that they are not currently permitted flying duties because of a school assignment. Students are coded in accordance with AFI 11-401, Flight Management. Eligible officers will continue to receive flight pay providing they meet annual physical requirements. They are not authorized to perform proficiency flying. The gaining Flight Management Office (FMO) will publish aeronautical orders changing the ASC effective on the date that the rated officer departs the last duty station for AFIT. Upon reassignment from AFIT, the ASC will be changed by the gaining organization, effective on the date of arrival at the new station. On the date of departure from the last duty station, the servicing FMO will prepare necessary personnel action requests to establish the appropriate ASC.

3.23.1. **Flight Physicals.** Rated officers will schedule and complete an annual flight physical within a three-month period proceeding the last day of the birth month. After completing the physical, officers must ensure that one copy of AF Form 1042, Medical Recommendations for Flying or Special Operational Duty, is forwarded to their servicing MPF and that one copy is forwarded to their FMO. Normally the FMO will notify each rated student in writing of the need for a physical examination, but all rated students must monitor these requirements.

**3.24. Physiological Training.** AFI 11-401, Flight Management waives physiological training requirements for rated officers in an inactive status. Therefore, rated AFIT students do not need to maintain a current altitude chamber card. Should a student be reassigned from AFIT to a position requiring rated duties, the gaining command will ensure the officer regains currency in accordance with AFI 11-403, Aerospace Physiological Training Program.

**3.25. Advanced Aeronautical Ratings.** For those officers eligible for advanced aeronautical ratings in accordance with AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings, and Badges, their FMO will publish aeronautical orders and furnish copies to their servicing MPF for update of mechanized personnel system and file in the individual's Unit Personnel Records Group.

**3.26. Flight Clothing and Equipment.** Accountability for flying clothing or equipment in the possession of officers assigned to an AFIT program will not be accepted by AFIT or the FMO.

**3.27. Medical Service Officers on Flying Status.** Normally, medical service officers will be removed from flying status by the losing organization prior to their assignment to training. Anyone who has not been removed prior to entering training should contact his or her support base MPF/MSSQ to determine continued flying status eligibility and to preclude receipt of unauthorized flying pay.

## Chapter 4

### ACADEMIC PROGRAM MANAGEMENT

#### 4.1. AFIT Program Purpose and Lengths.

4.1.1. AFIT programs exist to meet established USAF educational requirements. CI students are required to follow PM's guidance and arrange their programs accordingly. Students must complete their programs in minimal time.

4.1.2. Program lengths for medical service officers in medical or dental specialty training will be established by the USAF Surgeon General to conform to the requirements of national accrediting agencies.

**4.2. Academic Program Planning.** Air Force educational programs are expressed in terms of academic specialty codes. AFIT, to include the Program Manager (PM), ensures the academic program of each selectee is compatible with the selected academic specialty code. The PM may direct certain academic specializations, options, or course sequences, however it is student's academic advisor at the university who assists the student in planning the academic program to support his or her selected academic field. Students should inform his or her advisor of applicable AFIT policies such as program length and describe the nature of his or her most likely follow-on assignment. In addition, the student and advisor should be aware of the following restrictions and guidelines:

4.2.1. Required core courses must be scheduled as early as possible.

4.2.2. Electives and minor course requirements applicable to the degree programs will be scheduled later or as needed to fill term loads to an acceptable level.

4.2.3. With the approval of the PM and upon the recommendation of the academic advisor, the student may audit courses, or retake course for which credit has previously been granted. However, such courses will usually be carried in addition to the minimum course load noted in paragraph 4.3. NOTE: Students will be financially responsible for any such audits or courses retaken if additional cost is incurred.

4.2.4. All students will schedule at least a full-time academic load unless specific exception has been granted by the PM. Overloads are not recommended during the first term. The use of the word "hour" in the subparagraphs below are references to semester hours. Students at institutions using the quarter hour system must make appropriate conversions ( $\text{Qtr Hrs} = 4/3 \times \text{Semester Hrs}$ ). Exceptions will be granted for students at institutions with course load restrictions which prevent compliance with this instruction providing the exception is requested by the student via a letter to the PM. Institution documentation to support the request must be provided.

4.2.4.1. For Summer Terms. The definition of a "normal" summer academic load varies from institution to institution. Students are required to use the summer terms as fully as possible in order to keep their program length to a minimum. PMs may reduce loads depending on the

student's ability or difficulty of the scheduled courses; however, students should not register for, or plan a reduced load, without their PM's prior approval. The intent is that students fully utilize the summer term to complete degree requirements in the minimum time. At institutions with pre- or post-summer sessions, students must utilize all summer sessions to the maximum extent possible.

4.2.5. **Reduced Loads.** Summers (or occasionally other terms) can sometimes be used for research without formally registering at all, thus saving the tuition expense to the Air Force, so long as all university regulations are followed. Once all course requirements are met, it is not necessary to carry a full load of formal research credit as long as the total program is not lengthened. Students must carefully check university requirements on continuous registration, number of research "credits" required for the degree sought, availability of university facilities (library, computers, etc.) to students not formally registered, and clear with their PMs before either not registering for a term or registering for a reduced or "minimum" load. Any student who has completed course work and is performing research for his/her thesis/dissertation should plan to meet full degree requirements as inexpensively as feasible by acting on the above information.

4.2.6. **Spare Courses.** Spare Courses will be selected on the basis of benefit to the student's academic program and Air Force career. Spare Courses are rarely approved and, will be considered by AFIT PMs when a course has a direct tie to the student's academic program and will not result in additional cost to the Air Force.

4.2.7. **Correspondence or extension courses** which directly support the required academic program may be scheduled at AFIT expense, but you must gain PM approval before committing the AF to pay for a course. Such courses will be included in the education plan. Failure to complete the course(s) by the projected completion date may result in the student being placed on academic probation. The actual enrollment date and the anticipated completion date of correspondence courses must be clearly indicated on the education plan. Generally, correspondence courses over 12 months in duration will not be approved. If you are enrolled or intend to enroll in a Professional Military Education (PME) course, seek your PM's advice and approval.

4.2.8. **Advanced standing examinations** are encouraged if they will expedite fulfillment of degree requirements, especially when the school will not transfer credits for courses completed elsewhere.

4.2.9. **AFROTC courses** are not authorized.

4.2.10. The student must obtain advance approval from the PM before enrolling in courses conducted at other than the host university, extension, or other special courses or before taking language or advanced standing examinations for which a fee is charged. Failure to obtain such approval will result in personal liability for the cost involved.

**4.3. Preparation of the Education Plan and Financial Voucher, (AFIT Forms 18 and 18A).** The education plan is used by AFIT for academic and financial management. The PM's



approval of the education plan authorizes the expenditure of government funds under an Educational Services Agreement (ESA) with the institution. Education plans are handled as financial documents by AFIT. All changes in education plans must be approved by the PM in advance. Students who drop, add, or change a course to audit without prior approval of the PM may be required to pay for the course. Failure to obtain PM approval of the education plan is an unauthorized obligation of Air Force funds and may result in disciplinary action.

4.3.1. All students must submit the original plus two copies of their initial and all revised education plans to their PM. The education plan will cover the entire period required to satisfy degree requirements and will be completed as accurately as possible.

4.3.2. Students are required to submit their initial education plan within 21 days of their first class. Students unable to meet this time requirement must explain the circumstances to their PM prior to the suspense date. The education plan must be signed by their advisor (or dean if advisor is not available) and student.

4.3.3. Students sponsored by USAFA must submit a copy of all education plans to their sponsoring USAFA academic department.

4.3.4. Figures 4.1 and 4.2. (an example of an education plan) contain the essential elements PMs must have to effectively manage students' academic programs. The plans have been abbreviated; consequently, they do not outline completely realistic programs but are sufficient to serve as a guide to prepare educational plans.

4.3.4.1. Heading. Print program, name, address, and phone number legibly on the AFIT Form 18 Education Plan and Financial Voucher (Cover Sheet), appropriately indicating any changes.

4.3.4.2. Dates of Academic Terms. The exact dates of each academic term will be listed on the AFIT Form 18A, Education Plan and Financial Voucher (Continuation Sheet). If dates of future terms are not available, they must be estimated by consulting a current school calendar. Because completion date is usually based on term-end dates, the student should provide the exact dates as soon as they are known.

4.3.4.3. Course Listing. For each required academic term, the student will provide complete catalog course titles, department, course number, credit hours, and credit hour total. The total number of research credits scheduled should not exceed the minimum number of credits required by the institution for award of the degree unless additional research hours are needed to meet registration requirements. At some institutions, students engaged only in research may register for zero or one credit at considerable tuition savings to the Air Force.

4.3.4.4. Course Requirement Coding. A brief description of course codes appear on the education plan. In the extreme left column (headed by an asterisk), enter a "1" if the course is required (no substitution possible in your curriculum); enter a "2" if the course is selected from a group of possible courses and fulfills a specific requirement for an elective; enter a "3" if the course is a prerequisite to a required or elective graduate course but is not taken for graduate credit; or enter a "4" if the course is an extra course. Correctly coded courses indicate the flexibility of the student's program. This flexibility is particularly important as the PM guides

the student's program toward the specific area in which the Air Force educational requirement exists.

4.3.4.5. Course Grades. Enter grades for each course completed or attempted. Enter the term Grade Point Average (GPA) and the cumulative GPA for each term.

4.3.4.6. Credit Hours Required. The total number of "credits required for degree" should be indicated in the space provided on the AFIT Form 18. The total number of "accepted transfer credits" which are applicable to the degree sought should be entered in the appropriate block. Credit hours transferred plus credit hours listed in the education plan should equal credit hours required for the degree sought, unless extra (code "4") courses are included on the education plan.

4.3.4.7. Thesis Topic. A thesis title or general area of investigation will be entered in the appropriate section. Students required to complete a thesis, dissertation, or major report will so indicate on the initial education plan. Students will obtain PM approval of the proposed topic or title of research work as soon as it is known. (see paragraph 6.3)

4.3.4.8. Special Courses. Special programs, directed reading, independent study, research, and activities other than regularly scheduled class work will be included in the education plan and are subject to PM approval. The subject area of directed reading and independent study courses will be specified on the education plan.

4.3.4.9. Research Schedules. Students whose thesis research extends beyond one academic term will indicate on the education plan the phase of research conducted during each term. For example:

4.3.4.9.1. 4th Term: Research (gather experimental data) 6 hours.

4.3.4.9.2. 5th Term: Research (initial draft) 6 hours.

4.3.4.9.3. 6th Term: Research (completion, submission) 6 hours.

4.3.4.10. Doctoral Program Milestones. Significant milestones of a doctoral program (for example, qualifying exams, comprehensives, language, written and oral exams) will be indicated on the education plan in the applicable terms. Students must notify PMs when they are advanced to PhD candidacy.

4.3.4.11. Final Education Plan Certification. Must be typed, as it becomes part of your permanent Air Force education record.

4.3.5. After the student submits the education plan, the PM will sign and return one copy to the student. The PM will indicate the "Completion Date" block the official completion date which is in the APDS used to forecast the student's availability for reassignment.

Figure 4.1/1

EDUCATION PLAN AND FINANCIAL VOUCHER (Cover Sheet)			PAGE <u>1</u> OF <u>3</u> PAGE	
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b> 10 U.S.C. 8012. <b>PRINCIPAL PURPOSE:</b> Recording of academic schedule to meet AF educational requirements. SSN needed to positively identify student. <b>ROUTINE USES:</b> Serves as a source document for authorizing tuition payments to civilian institutions. Guides students in arrangement of education programs to meet AF education requirements and completion of program in minimum possible time. <b>DISCLOSURE:</b> Voluntary; however, failure to comply would place student in violation of AFIT directive and result in dismissal from program.				
<b>NOTICE:</b> This form is used as a source document for committing government money to the educational institutions of AFIT-funded students. Any changes to an approved plan must be coordinated with the appropriate AFIT program manager.				
<input checked="" type="checkbox"/> INITIAL ED PLAN		<input type="checkbox"/> REVISED ED PLAN		<input type="checkbox"/> FINAL ED PLAN
NAME OF EDUCATIONAL INSTITUTION  ABC University		MAJOR  Electrical Eng		COMPLETION DATE  20020815
NAME (Grade, Last name, First name, MI, Present Mailing Address & Zip code). PLEASE NOTE CHANGE OF <input type="checkbox"/> GRADE <input type="checkbox"/> PHONE <input checked="" type="checkbox"/> ADDRESS  Capt Doe, Jane B 1234 Any Street Any Town, OH 44444-4444		DEGREE  PhD		
SERVICE NUMBER (SSN)  123-45-6789		TELEPHONE NUMBER  (123) 456-7890		
PRINTED/TYPED NAME AND SIGNATURE OF ADVISOR (Not required in final plan)  Alfred E. Newman		DATE  20010904		
TITLE OF <input checked="" type="checkbox"/> DISSERTATION <input type="checkbox"/> THESIS <input type="checkbox"/> MAJOR REPORT  "Modeling of Small-Scale Plume Phenomena for Generation of Synthetic Images"		COMPLETION DATE  AFSC		
(If unknown, state something like "Unknown at This Time" or "To Be Determined") (If your program does not require a dissertation, thesis, or major report, state "Not Required")		PROGRAM MANAGER'S SIGNATURE  DATE		
<b>CERTIFICATION</b> <i>Required in Final Education Plan Only</i>				
I hereby certify that I expended, during my entire assignment with AFIT, a total of \$ _____ for Books and Supplies and total of \$ _____ for Research Project Preparation.  <input type="checkbox"/> I completed degree requirements and did/will officially receive the degree _____ on _____ (date).  <input type="checkbox"/> An official transcript [ ( ) with degree posted ] has been ordered and should arrive by _____.  <input type="checkbox"/> I plan to complete degree requirements in absentia by _____.		_____ 72 Credits Required for Degree  _____ 0 Accepted Transfer Credits  _____ 72 Credits Needed  _____ 72 Credits on This Plan Which Count Toward Degree Requirements		
STUDENT'S SIGNATURE		DATE		

PREVIOUS EDITIONS ARE OBSOLETE

PREVIOUS EDITIONS ARE OBSOLETE

**4.4. Changes in Education Plans.** Whenever any program change is anticipated, students will notify and obtain approval from the PM. All students will adhere to their current education plans without deviation. In some cases, the PM may telephonically, or by e-mail communication, grant interim approval of a change, to be followed-up by a revised education plan. Both student and advisor must sign revised education plans.

**4.5. Completion Date.**

4.5.1. A student's AFIT completion date is established by the PM, based on AF guidance, when the student has been accepted to a school. The official completion date, is in the Automated Personnel Data Systems (APDS), which governs reassignment action and appears in the "Completion Date" block of the PM's section of each approved education plan returned to the student. The student should be aware of his or her completion date; the AFIT program manager must approve all changes.

4.5.2. Because the initial completion date is established before the student arrives on campus, it may have to be adjusted depending on the student's progress and on changes in the school's calendar. The student's completion date determines when the student will be forecast for reassignment and must depart from campus. Therefore, students must keep their PMs informed of the accuracy of this date and of any factors that affect it. To assist in determining the date, the following guidance is provided:

4.5.2.1. In non-degree programs, the completion date is the last day of the student's final examination of their last term.

4.5.2.2. In non-research master's programs, the completion date is the last day of the student's final examinations of the term during which the student completes all degree requirements.

4.5.2.3. In doctoral and thesis master's programs, the completion date is the date the thesis or dissertation is submitted in final approved form. If the student must complete his or her dissertation in absentia, the completion date currently in the system will govern reassignment availability, unless a curtailment or extension is approved.

**4.6. Grade Reports.** Students must submit their grades within 21 days of term completion or notify their PM of the reason for the delay.

4.6.1. Substandard grades are defined as any grade or grade point average (GPA) lower than "B" (3.0 on a 4.0 scale) for graduate students. Grade reports must include clarification notes if incomplete, deferred, or substandard grades are reported. The clarification must specifically identify any impact the grades have upon the student's program and the approach (including time line) that will be taken to correct deficiencies that may prevent or delay graduation. (Paragraph 5.1.5)

**4.7 Medical Service Officer Residency and Fellowship Program Planning.** Medical service officers (physicians, dentists and certain Biomedical Science Corps officers), enrolled in degree-

granting programs, must submit a training plan not later than 21 days after the first day of their program.

**4.8. Stipends/Salary.** Since AFIT-sponsored officers continue to draw active duty pay and allowances, they cannot accept stipends or salary from any other source; however, they are eligible for and should receive any other benefits normally extended by the institution to its residents and fellows.

**4.9. Rotations for Medical and Dental Residents and Fellows.** Some residency and fellowship training programs require that house staff members perform rotations away from the primary training site for varying periods of time. Regardless of funding source, officers must be accountable when away from their primary training location.

4.9.1. Funding for these rotations at government expense will only be authorized if funds are available and the rotation is required for all residents or fellows, military as well as civilian, as an integral part of the training program and funding is not provided by the training institution. The request should indicate whether transportation, quarters, and/or meals are provided without cost to the resident/fellow. If the institution normally defrays these expenses for residents or fellows, they should also include Air Force students.

4.9.2. Rotations that are elective will not be funded but may be performed in a Permissive-TDY status at no expense to the government.

**4.10. Research support for medical service officers.**

4.10.1.1. Residents and Fellows are expected to receive funding in support of required research from the same sources as non-AF students obtain them (e.g. grants, sponsors, etc.). Where this is impossible and officers in these categories must pay out-of-pocket expenses, they may be authorized reimbursement for research-related thesis/dissertation expenses. Prior approval from AFIT/CIM is required. These expenses are limited to supplies and equipment organic to the research. Administrative expenses such as typing, binding, et cetera, are not reimbursable; rather, each student enrolled in an advanced degree program receives an allowance to assist in defraying these costs (\$100 for thesis; \$200 for dissertation).

4.10.1.2. Additional research funds may be available through the Air Force Clinical Investigation Program. Such sponsorship requires an extensive proposal and protocol, including progress reports during the research. The particular research must significantly contribute to the progress of the biomedical sciences and to the efficiency of the USAF Medical Service. Further information is available from the PM.

4.10.2. Supplies and Equipment. For reimbursement of supplies and equipment, which have been previously approved for purchase, use the Air Force 1164. Include the completed AF form 1164, invoice, proof of payment and signed certification by the program director stating the following:

**“I certify that the items(s) listed above are required by all other students pursuing a like program and expenses are normally borne by the resident/fellow.”**

**4.11. Reimbursement Procedures for Medical Service Officers.** In addition to the procedures listed in this chapter, medical service personnel must comply with the following guidance:

4.11.1. Medical/Dental Supplies and Equipment. Reimbursement requests for required supplies and equipment must be accompanied by:

4.11.1.1. An itemized list of all items including: model/serial number (if applicable), make/brand name, unit cost, quantity, student discount, if any.

4.11.1.2. Two copies of certification by the Dean, program director, or designated institution official and countersigned by the student. An example of an acceptable certification is as follows:

“I certify that the item(s) listed above are required by all other students pursuing a like degree and expenses are normally borne by the student’

Signature of School Official

Date

Signature of Student

Date



## Chapter 5

### SPECIAL CONSIDERATIONS

#### 5.1. Academic Standards and Performance.

5.1.1. Academic difficulties during the first-term, when one is becoming readjusted to the campus environment, is not unusual. Therefore, the student should not become unduly discouraged by academic difficulties early in the program. If serious difficulty is encountered, students should consult with their advisor or professors, seek the aid of other students, or hire a private tutor (at the student's expense). Above all, students should advise their PM, whose goal is to ensure students successfully complete their programs and who can authorize program changes, which may help, alleviate difficult situations.

5.1.2. Attendance at Scheduled Classes. AFIT/CI students will attend all scheduled classes, regardless of university policy, unless excused by the PM. Students must coordinate class absences with the pertinent faculty member prior to contacting the PM to be excused from attendance. Failure to attend scheduled classes, or failure to comply with local personnel accountability procedures may result in administrative action, disciplinary action, and/or withdrawal from the AFIT program.

5.1.3. Change of Academic Status Due to University Action. All students will notify their PM, the LO, and the PAS (if applicable) of any university action which changes their status (for example, probation, advancement to candidacy, full graduate standing, suspension, reinstatement). The notification must provide complete details including the reason for action, effect on the academic program, dates the situation is expected to change (if applicable), and required student action. Students notified of suspension will advise their PM within one duty day of their suspension. The PM will provide instructions concerning duty requirements.

5.1.4. Academic Recognition. Students receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies should notify their PMs. If the recognition includes compensation of monetary value, the student must request, via letter to the PM, permission to accept the compensation. This request must include copies of documents, which clearly describe the intent and value of the compensation and a statement from the student indicating how the compensation will be used. In no case will the student accept and use compensation without approval. These accomplishments will be reviewed for inclusion in the officer's training report. Students are encouraged to participate in such activities when academic programs permit.

#### 5.1.5. Academic Probation:

5.1.5.1. General. Students failing to meet minimum academic standards will be placed on probation by their PM. This action constitutes a warning that failure to improve may result in withdrawal from the AFIT program. The student on probation is given extra attention by the PM to ensure that every effort is being made to correct the problem and will submit mid-term grade

estimates. Students on academic probation are expected to take positive actions to correct the deficiencies and to inform PMs regularly of their progress. Students will be removed from probation after deficiencies are corrected.

5.1.5.2. Graduate Minimum Standards. The academic standard for graduate students is that GPA required for award of the graduate degree at the institution where the student is placed. However, graduate students will be placed on probation when:

5.1.5.2.1. GPA for any term falls below 3.0 on a 4.0 scale.

5.1.5.2.2. Placed on academic probation by the institution.

5.1.5.2.3. A failing grade is received in any course.

5.1.5.2.4. Academic performance, as determined by the PM, is substandard, such as deteriorating grades or low grades in core courses.

5.1.5.2.5. A correspondence course is not completed in accordance with the education plan.

5.1.5.3. Letter of Explanation. Students who do not meet the minimum standards outlined in paragraph 5.1.5.2. should submit a letter of explanation to their PM within two weeks of being placed on academic probation detailing the reasons and/or any extenuating circumstances underlying their failure to meet academic standards.

5.1.5.4. Disenrollment. If a student fails to meet minimum academic standards in any two terms, the PM will notify the student that they will be recommended for disenrollment unless adequate justification for retention is received by AFIT/CI within 10 calendar days of notification.

5.1.6. Withdrawal from AFIT/CI Programs.

5.1.6.1. General. A student may be withdrawn from an AFIT program for a variety of reasons such as failure to meet institutional academic standards or AFIT/CI academic or administrative standards, dismissal or suspension by the institution attended, self-initiated elimination (SIE), or by direction of HQ USAF or HQ AFPC. No student will be withdrawn by AFIT for any reason, including SIE, without the approval of the Commandant, AFIT, who has final authority to remove a student. Exception: Final authority for medical program student removal rests with AFPC.

5.1.6.2. Voluntary Withdrawal/Self-Initiated Elimination (SIE). Any student wishing to withdraw voluntarily from an AFIT program should immediately contact their PM, who will counsel the student and advise on the required procedure to initiate an SIE request. SIE action, depending on the circumstances, can be prejudicial to future entry into an AFIT program and to career progression in the Air Force.

5.1.6.3. Involuntary Withdrawal. The Dean, AFIT/CI, will make a recommendation to the Commandant, AFIT, concerning removal of an officer from his or her program. The officer will

be advised of a pending disenrollment and afforded the opportunity to respond.

5.1.6.4. Disposition of Withdrawn Students. Students who have been formally withdrawn or disenrolled by the Commandant, AFIT, will be forecasted for immediate reassignment. Officers disenrolled from school are considered “unprogrammed availables” and will be forecast in accordance with AFI 36-2110 immediately after the Commandant’s approval. PCS orders can be expected 30 to 45 days after disenrollment. During the period between disenrollment and departure from their duty station, disenrolled students will be attached to the local AFROTC Detachment and placed under the direct supervision of the PAS. If there is not an AFROTC Detachment at a disenrolled student’s duty station, the Dean, AFIT/CI, will direct appropriate duty.

## **5.2. Clearance Requirements for Surveys, Publications, Presentations, and Patents**

### **5.2.1. Surveys and Questionnaires.**

5.2.1.1. Surveys of Federal Employees. Students intending to survey federal employees with questionnaires or opinion polls must secure USAF approval through their PMs. Before initiating work on the questionnaire, the student must review AFI 36-2601, Air Force Personnel Survey Program. Students should submit a request for survey of federal personnel at least 60 days before the planned survey date. The request must include the following:

5.2.1.1.1. Students should forward to their PM two copies of the request for approval, the questionnaire, the questionnaire instructions, and the letter to be sent to respondents (which must contain a statement informing respondents that their replies are voluntary). A Privacy Act statement in accordance with AFI 37-131, Freedom of Information Act Program, must also be included in the letter to respondents.

5.2.1.1.2. AFIT/RPX will review the survey request and forward for approval and assignment of a Survey Control Number (SCN), which will be sent to the student along with suggestions and comments concerning the survey instructions or sampling procedures. The SCN and expiration date must be printed at the bottom left-hand corner of the cover sheet of each copy of the questionnaire. Example: USAF SCN 00-4 (expires 30 Oct 01).

5.2.1.1.3. Because USAF-approved surveys are not considered official business; franked (postage-free) envelopes will not be used for transmitting the questionnaire or the responses. After the research is completed, the student will send the PM a summary of the results to include a brief analysis of the data and the conclusions.

5.2.1.1.4. For additional information on survey approval requests and procedures, the student should consult AFI 37-124 and AFI 36-2601, their PM, or the following agencies (telephone numbers provided after address):

5.2.1.1.4.1. AFIT/RPX, Bldg 642, 2950 P Street, WPAFB OH 45433-7765. Commercial (937) 255-3791, DSN 785-3791.

5.2.1.1.4.2. HQ AFPC/DPSAS, 550 C Street West Ste 35, RAFB TX 78150-4734. Commercial (210) 565-5680, DSN 665-5680.

5.2.1.2. Surveys of Non-Federal Population. Students planning to survey non-federal individuals must contact RPX for current instructions prior to initiating any survey actions.

5.2.2. Approval and Release of Articles and Speeches:

5.2.2.1. General. All CI students, including Medical Service students, must obtain USAF approval before release of material for publication and/or oral presentation, e.g., books, magazine articles, technical papers, news releases, speeches, etc. Day-to-day classroom presentations or presentations to ROTC groups do not require approval. Additional guidance concerning review of material to be released to the public is available in AFI 35-205, Air Force Security and Policy Review Program.

5.2.2.2. Approval Request:

5.2.2.2.1. The AFIT Director of Public Affairs (AFIT/PA) can approve unclassified, non-controversial material. The student should allow 10 duty days for such clearance. Material, which requires approval by higher headquarters (examples include material which contains discussion of controversial matters of foreign, domestic, or defense policy) should arrive at AFIT to allow 30 additional duty days for approval procedures.

5.2.2.2.2. One copy of the article or speech should be submitted to the PM along with the following information:

5.2.2.2.2.1. Name, title, and organization of author.

5.2.2.2.2.2. Title of presentation.

5.2.2.2.2.3. Where, when, how material is to be released.

5.2.2.2.2.4. The suspense date required by the author or speaker.

5.2.2.2.2.5. AFIT/PA request for Public Release Clearance checklist (available on CI web site).

5.2.2.2.3. If the paper is prepared for oral presentation by someone other than the student, a statement from the speaker that he or she has read and approved the text should accompany the paper. After review for approval, the PM will notify the student of the decision.

5.2.3. Patent Applications. Air Force policy encourages inventive talent and is concerned with determining and protecting the rights of both the government and the inventor. The student considering patent application should consult AFI 51-303, Intellectual Property - Patents, Trademarks, and Copyrights. Individuals should make inquiries concerning their rights, responsibilities and procedures to:

AFMC LO/JAZ  
2240 B Street, Rm 100  
Wright-Patterson AFB OH 45433-7109  
(937) 255-2838 or DSN 785-2838

### **5.3. Textbook Allowance.**

5.3.1. AFIT students are authorized textbook allowances as follows:

5.3.1.1. Students will receive a book and supply allowance annually based on congressionally approved funding. Payments are usually made within three months after entering a program for the quarters remaining in the current fiscal year and usually in December for the next fiscal year. Students will not be paid for the FY quarter in which they enter school unless they were enrolled for at least 60 days of that FY quarter. Payments will be for no more than four quarters total in a 12-month period. Textbook reimbursement for subsequent quarters will be paid if the student is enrolled in the quarter at least 30 days. (The present federal fiscal year runs from 1 October through 30 September.) Students with questions regarding billing or other financial considerations should contact AFIT/RPB at DSN 785-8400/3294, commercial 1-937-255-3294/8400, or 1-800-423-1377.

5.3.2. Textbook payments are made automatically; there is no need for the student to initiate paperwork to receive them.

5.3.3. Textbooks purchased for an AFIT program become the property of the individual.

5.3.4 Reimbursement for Thesis/Dissertation Preparation: See paragraph 6.4.

5.3.5. Record of Textbook and Thesis Expense. Students must maintain accounts of required expenditures and indicate them in the "Certificate" section of their final Education Plans. These accounts are to include textbook and thesis preparation costs incurred by the student during the entire duration of their program without regard to your textbook allowance and thesis allowance. Textbook and thesis payments are intended only to help defray the cost to the student and usually don't fully cover the costs of these items.

### **5.4. Tuition and Fees Payment.**

5.4.1. General. The institution bursar's office should bill AFIT directly for the student's tuition and fees. AFIT interacts directly with the institution for payment of tuition and related fees. An Educational Services Agreement (ESA) is established at each school hosting CI students; the ESA number should appear on the student's PCS orders. Students must take a copy of their PCS orders to their bursar's office to initiate payment. Students with questions regarding billing or other financial considerations should first contact their PM. If necessary, students can contact AFIT/RPB at DSN 785-8400, commercial 1-937-255-8400, or 1-800-423-1377.

5.4.2. Optional Fees. In addition to a student's tuition, the Air Force will pay only those fees required by the institution that are applicable to all students pursuing the same or a similar curriculum. The Air Force will not pay optional fees such as waiverable health fees, parking fees,

or charges for personal services (food, housing, laundry). The Air Force will not pay fees for thesis/dissertation typing, binding, microfilming, et cetera. The student has no authority to obligate the Air Force for any expenses; if uncertain about any fee, students should consult their PM or AFIT/RPB.

5.4.3. VA Benefits and AF Tuition Assistance. VA regulations 14025B and 15023, specifically prohibit paying educational benefits to active duty personnel if the course or courses are paid for, in whole or in part, by the Armed Forces. All active duty students in programs where AFIT pays the required tuition and fees for that program are, therefore, generally not eligible for either VA benefits or other (non-AFIT) AF tuition assistance. Exceptions to this general rule may exist for certain programs, e.g., Scholarship and Fellowship students, and Educational Delay. However, students are to check with their PM prior to accepting any outside tuition assistance while enrolled in an AFIT program. In general, no AFIT student is eligible for AF tuition assistance because he or she is a full-time student and, therefore, does not qualify under the terms of this formal program.

5.4.4. Reimbursement of Application Fees. Students are only authorized reimbursement of the application fee for the school attended--other application fees for schools applied to, but not attended, cannot be reimbursed. To obtain reimbursement, students must send a completed Standard Form 1164 (Figure 5.2) along with approved proof of payment to the PM. The following items are the only approved proof of payment that AFIT will accept for reimbursement:

5.4.4.1. A copy of the cancelled check (both front and back).

5.4.4.2. Cash register receipt provided upon payment (usually in cases where payment is made in person and in cash). The name of the school must be identified on the receipt.

5.4.4.3. Official letter of receipt from the attended university. Must be on official letterhead, dated, signed, have a signature block, and indicate the amount and date the payment was made.

5.4.4.4. Charge/Credit card statements. Both a copy of the statement where the fee is charged and a copy of the statement showing the charges were paid. Copy of statement must bear cardholders imprinted name (not handwritten) to verify account belongs to the member.

## **5.5. Academic Program Alterations for Curtailment, Extension and Conversion.**

5.5.1. Curtailment. Since reassignment action and campus departure depend upon a student's official completion date, the student should immediately notify the PM if early program completion is anticipated. Otherwise, reassignment/notification and orders publication may be delayed.

5.5.2. Extension. Extensions beyond official completion dates should be discussed with PMs as early as possible. Most extensions are an AFPC decision and approval is far less likely when requested late in a program (e.g., during the last term). AFPC officer assignment team begins reassignment actions as early as 11 months prior to program completion. A formal request will

include:

5.5.2.1. A letter to the PM fully explaining the need for the extension.

5.5.2.2. A revised education plan, signed by the student and advisor, showing all courses taken/planned, grades received, and courses to be taken during the period of extension.

5.5.2.3. Supporting letters from faculty members that indicate the extension is necessary and will ensure successful completion of degree requirements as specified below:

5.5.2.3.1. For PhD candidates, supporting letters from the dissertation advisor and the department chairman. If the student's advisor is also the department chairman, then obtain one additional letter from another professor, preferably from the student's dissertation committee.

5.5.2.3.2. For all other students other than PhD candidates, one supporting letter from the student's faculty advisor and the department head's endorsement certifying concurrence with the advisor.

5.5.2.3.3. Additional letters of recommendation as appropriate. The PM may require supporting letters from the PAS, LO, and/or additional professors.

5.5.3. Conversion. Since the student is placed in school to fulfill a specific Air Force educational requirement, requests for program changes from one academic specialty to another will normally not be honored. However, students who can provide exceptional justification for such requests should provide their PM with written requests supported by full documentation including a revised education plan and letters of recommendation. The request will be submitted to AFPC for approval.

## **5.6. Inspector General (IG) Complaint System.**

5.6.1. When a member of the Air Force feels he or she has a legitimate complaint, the member is encouraged first to discuss the issue with the immediate supervisor, unit complaints officer, or unit commander. CI students should seek to resolve problems through the LO, the PM, and then the Dean, AFIT/CI. If the complaint is not resolved at this level, the member may present the problem directly to the next higher supervisor, commander, or inspector. If unable through these means to obtain a satisfactory resolution of the complaint, the member may communicate directly with the Inspector General, USAF, Reference AFI 90-301, Inspector General Complaints.

5.6.2. Students may discuss their complaints with the AFIT/IG at any time, in confidence and without prior approval of their commander or supervisor. Complaints may be forwarded to the following address: AFIT/CES Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765. Commercial (937) 255-5480 or DSN 785-5480.

## ***Section E—Leave and Passes***

### **5.7. Leave Policy and Procedures:**

5.7.1. General. Leave accounting is clearly explained in AFI 36-3003, Military Leave Program, and on AF Form 988, Leave Request/Authorization. Additionally, in accordance with AETC Supplement I to AFI 91-207, military personnel under the age of 26 must receive a predeparture safety briefing before departing on leave, TDY, or PCS. The LO, or PM if there is no LO, will conduct these briefings, which will be documented on AETC Form 29B, Predeparture Safety Briefing. Regardless of leave/pass approval authority, your AFIT PM **must** be aware of all absences from your training site.

5.7.2. AFIT Leave and Pass Policy. Leaves and passes will not interfere with scheduled academic classes. Consequently, absences from the duty station will normally occur during official school breaks as identified in the school catalog or academic calendar. There may be rare occasions when class absences are approved; these will be handled on a case-by-case basis, but must be approved by the PM. Leave and pass must begin and end in the local area (defined as the place of residence or home from which the member commutes to the duty station on a daily workday basis) and must be approved before the student departs the local area.

5.7.2.1. The campus is considered the duty station for CI students. As for all military personnel, AFIT students must be able to report to their duty station in a reasonably short time for emergencies, recalls, exercises and similar events. Thus, when a person departs the local area and is unavailable to report to work, the absence must be covered by a leave or pass. It is the individual's responsibility to insure the LO or PAS are informed of their absence. This also applies to medical service officers anticipating rotations away from their primary assigned hospital.

5.7.2.2. CI students who depart the local area and do not return the same day must be on leave or pass, otherwise they will be considered Absent Without Leave (AWOL). Students who do not return on the authorized expiration of the leave or pass will be considered AWOL. A formal pass authorization is not required for normal weekend and federal holiday absences; however the AFROTC/PAS, LO, Team Chief, or PM (if no LO) is to be advised of travel plans if an overnight trip is planned. Students are not required to take leave during school breaks provided they remain in the local area.

5.7.2.3. Although ordinary leave is the standard authorization for absences from work, a pass request may also be approved by the AFROTC PAS, LO (or team chief) in some circumstances. A pass, as differentiated from leave, is an authorized absence from the duty station, granted for a relatively short period, to provide respite from the working environment or for other specific reasons. Passes are not a right to which a member is entitled, but a privilege to be awarded to deserving personnel. Such authorized absences are not chargeable as leave.

5.7.2.3.1. Pass periods will not exceed 72 hours in length.

5.7.2.3.2. Passes are not authorized as a substitute for ordinary leave.

5.7.2.3.3. A pass is not issued to extend leave.

5.7.2.3.4. Two or more passes may not be granted in succession or used in series, i.e. a pass



issued immediately after return to duty from another pass.

5.7.2.3.5. Passes will not be granted in conjunction with leave, or be extended by combination with a public holiday or weekend when the combined total off-duty time will exceed 72 hours.

5.7.2.3.6. The student cannot depart the duty area before the effective date of the pass.

5.7.2.3.7. Passes will not be granted for travel outside the continental United States (CONUS), except to Mexico and Canada. This rule does not apply to students assigned to institutions outside the CONUS.

5.7.2.3.8. LO maintains a pass log of any passes granted for students by academic year (Sep-Aug).

5.7.2.4. In summary, absence from the local area/duty station must be covered by leave or pass. Although weekend and holiday travel technically do not require authorization, normal military reporting requirements dictate that students must keep their AFROTC/PAS, LOs (or team chiefs) informed of their whereabouts. Military personnel enjoy a generous leave system, although unprofessional members have sometimes abused the system's flexibility. Students are warned to abide by the spirit of the leave program. If the above policy does not apply to a specific set of circumstances, call the LO or your PM for guidance.

### 5.7.3. Types of Leave and Leave Procedures.

5.7.3.1. Ordinary. When there is an AFROTC Detachment, the student will comply with leave processing instructions issued by the PAS. Students are encouraged to notify their PM as to the length of their approved leave. Where there is no AFROTC Detachment, but there is an LO at the school, students will prepare AF Form 988, Leave Request/Authorization, in accordance with Figure 5.1., Sample Leave Request, and process it as outlined in Table 5.1., Leave Processing. Students at schools with neither an LO nor AFROTC Detachment will forward a completed AF Form 988 for the PM's approval and leave authorization number. Students will allow sufficient time for processing of the request and must not depart on leave until the leave is approved by the PM. Leave authorization numbers may be obtained no more than 14 days prior to effective day of leave. Students must have an approved leave number prior to taking leave otherwise they are considered Absent Without Leave (AWOL). Sending an email requesting leave does not constitute approval and disciplinary action may be taken and future leaves may be disapproved.

5.7.3.2. Sick or Convalescent. Commanders of Air Force, Navy, or Army medical facilities and Directors of Veterans Administration Hospitals may grant convalescent leave for inpatient members. Outpatient convalescent leave may be approved through regular AFIT channels upon recommendation of the physician most familiar with the patient's condition and approval of the proper medical authority. Appropriate documentation must accompany the AF Form 988, Leave Request/Authorization.

5.7.3.3. Emergency. Students desiring emergency leave because of situations requiring immediate departure should contact the LO. If the LO can't be reached or if there is no LO

assigned to the campus, approval can be obtained by calling the numbers in paragraph 5.7.3.3.2. below. Leave requests will be prepared in accordance with Figure 5.1. and Table 5.1. Students taking authorized emergency leave from CONUS to overseas, overseas to CONUS, or between overseas areas are authorized space required travel where Air Mobility Command (AMC) channels exist. Travel time aboard aircraft on the AMC channel is not charged as leave. Students desiring such travel while in an emergency leave status will:

5.7.3.3.1. Obtain Red Cross verification of emergency, if possible, (may be obtained at nearest military installation), and;

5.7.3.3.2. During duty hours, request leave number for the emergency leave from the PM or AFIT/CIA (Commercial 937-255-2259, DSN 785-2259, or toll-free 1-800-543-3577). During non-duty hours, contact the Wright-Patterson Consolidated Command Post (Commercial 937-257-6314, DSN 787-6314 or Toll Free, 1-800-435-8030) and ask for the AFIT staff duty officer.

5.7.3.3.3. Leave taken in conjunction with a PCS or TDY is charged against an individual's accrued leave balance. This does not require an AF Form 988, Leave Authorization/Request. The individual will complete a travel voucher upon arrival at the next duty station, for PCS, or upon return to duty station, for TDY. Leave taken in conjunction with a TDY must be authorized on the TDY order.

5.7.3.4. Advance. This leave is taken in advance of accrued leave which results in a negative leave balance. No more than 30 days advance leave may be authorized by AFIT. Advance leave is requested via the normal AFIT channels, and must be approved by the Dean, Civilian Institutions Program.

5.7.3.5. LO Leave Requests. LOs at schools with AFROTC Detachments will process their leave in accordance with instructions issued by the PAS. If the LO at a school without an AFROTC Detachment requires leave, the PM will perform the processing function outlined in Table 5.1.

5.7.4. Failure to Return from Leave. The LO will notify the student's PM if a student fails to return from leave on time. If possible, the LO will include a statement of circumstances concerning tardiness or failure to return.

**5.8. Permissive TDY (P-TDY) Policies and Procedures.** The PM is the approval authority for P-TDY. Reference AFI 36-3003. Students must provide departure and return dates, destination, and purpose of travel no later than four weeks prior to departure. P-TDY will only be granted if it does not interfere with academic schedules.

5.8.1. Prepare AF Form 988 the same as for ordinary leave, except as indicated on the AF form 988:

5.8.1.1. Block 23. Enter the PM's typed or printed name and grade.

5.8.1.2 Block 24. Enter the PM's duty phone number.

5.8.1.3. Block 25. Must be signed by the PM.

5.8.1.4. Block 26-32. Blank.

5.8.1.5. Attach support documentation, e.g., professional conference brochures, letter from program director, etc.

5.8.1.6. If leave is to be taken in conjunction with P-TDY, a separate AF Form 988 must be prepared for approval by the PM.

5.8.1.7. The AF Form 988 will be prepared in accordance with DFAS-DEM 177-373, Vol II.

5.8.1.8. If leave is taken immediately prior to P-TDY, enter the date and time the member is authorized to depart on leave in Block 11 of the AF Form 988 used for leave. The last day of chargeable leave (Block 13) will be the day prior to the day that P-TDY begins (including travel time).

5.8.1.9. If leave is taken immediately after P-TDY, enter the date leave begins and 0001 hours in Block 11. Ensure that Blocks 12 and 13 of the AF Forms 988 do not contain overlapping dates.

**TABLE 5.1. Leave Processing Procedures**

<b>ACTION</b>	<b>STUDENT'S RESPONSIBILITIES</b>	<b>LO'S RESPONSIBILITIES</b>
ORDINARY LEAVE REQUEST	Prepare AF Form 988 in accordance with Figure 5.1. Give to LO for signature and processing. AFROTC/PAS and/or LO must be notified of all absences from the local area.	Verify information (including leave balance). Call AFIT/CIA for a leave authorization number. Hold Part III until student returns. Give Part II to student. Forward Part I to AFIT/CIA (see Notes 1, 2, 3, and 4). During Duty Hours: Follow same procedures as for ordinary leave.
EMERGENCY LEAVE REQUEST	Contact LO immediately and prepare an AF Form 988. If LO cannot be contacted during duty hours, call your PM. If after duty hours, contact the AFIT duty officer. (The number may be obtained by calling the Wright-Patterson consolidated command post, (937) 257-6314, DSN 787-6314 or Toll Free, 1-800-435-8030.)	Non-duty Hours: Sign leave form. Hold Part III until student returns. Give Part II to student. Call PM as soon as possible to obtain a leave authorization number (call AFIT/CIA if PM cannot be reached). Send Part I immediately to AFIT/CIA.
DEPARTURE ON LEAVE	Notify LO if effective date has changed.	If effective date changes, leave must be canceled and a new leave and authorization number must be obtained. (see Note 5)
RETURN FROM LEAVE	Fill in Section III, Parts A thru E (as appropriate), sign and return to LO immediately (See Figure 5.2.).	Check Part III for completeness. Make sure effective date has not changed and number of days taken is not more than requested. Sign and send immediately to AFIT/CIA.
CANCELLATION OF LEAVE	Advise LO leave is canceled. Mark the "Should be Canceled" block on Part III, Section III A, and forward to LO.	Complete supervisor's portion of Part III and forward to AFIT/CIA. (see Note 2)
CORRECTION OF LEAVE	Advise LO extension is needed, for how long, and the reason.	Mark the "Last Day Should Be Corrected" block on Part III, Section III A and fill in Section III B. Obtain student's signature, sign, and return Part III to AFIT/CIA. (see Note 2)

**NOTES:**

1. Part I of member's leave must be received by AFIT/CIA no later than seven days from leave authorization number
2. Part III must be received by AFIT/CIA no later than 10 days from return date of leave.
3. Leave numbers for call-in requests will not be issued more than two weeks in advance.
4. Mail-in requests should have enough lead-time to allow the member to receive the leave authorization prior to departure on leave.
5. If member departs before or after the effective date, leave must be canceled and another leave request processed obtaining a new leave authorization number.

Figure 5.1. Leave Request Part I

LEAVE REQUEST/AUTHORIZATION (See Privacy Act Statement and General Instructions below)				SECTION I		
		TO: ACFP	1. DATE OF REQUEST 20010201	2. TYPE OF TRANSACTION (1-5) (AFO Use Only)		
3. SSN (6-14) 123-45-6789	NAME (Last, First, Middle Initial) (15-19) Public, John Q.		5. GRADE O-3	6. CURRENT LV BALANCE 27	6a. DOS 30 Jul 04	
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE (Check one) <input checked="" type="checkbox"/> Ordinary (A) <input type="checkbox"/> Convalescent (F)		<input type="checkbox"/> Terminal (P) <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Special (H)		<input type="checkbox"/> Reenlistment (E) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Permissive TDY (T)
PROVIDER'S SIGNATURE & STAMP		REMARKS:				
9. NO. DAYS REQUESTED (33-35) 5	10. LEAVE AUTH NO. (37-43) EX-0000	11. FIRST DAY/TIME OF LV STATUS 20010213 0001	12. FIRST DAY OF CHARGEABLE LV (47-52) 20010213	13. LAST DAY OF CHARGEABLE LV (53-58) 20010217		
14. LEAVE AREA (36) <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO. (512) 555-1212		16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.) 2112 Rush St. Peart, Texas 54321-1234 (512) 555-1212		
17. DUTY PHONE NO. 123-4567	18. UNIT AFIT	19. DUTY SECTION CIXX				
20. DUTY LOCATION Lee University, Washington 55544-4567						
LEAVE REQUEST CERTIFICATION: I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.						
21. MEMBER'S SIGNATURE <i>John Q. Public</i>			22. LEAVE IS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE 20010202			
23. SUPERVISOR'S NAME AND GRADE (Print or Type) JANE D. DOE, Major, USAF			24. DUTY PHONE NO. 111-2222		25. SUPERVISOR'S SIGNATURE <i>Jane D. Doe</i>	
SECTION II (To be completed by supervisor/unit commander to authorize advance or excess leave)						
26. LEAVE AVAILABLE TO ETS (From LES)	27. ADVANCE LEAVE REQUESTED (Block 9 minus 6)	28. EXCESS LEAVE REQUESTED (44-46) (Block 9 minus 26)	29. TOTAL LEAVE APPROVED			
30. UNIT HEADQUARTERS	31. COMMANDER'S SIGNATURE/GRADE		32. AUTHORIZATION DATE	33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS		
<b>PRIVACY ACT STATEMENT</b> AUTHORITY: 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; EO 9397, November 1943. PRINCIPAL PURPOSES: To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to you. ROUTINE USES: Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations. DISCLOSURE: Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay or leave purposes.						
<b>GENERAL INSTRUCTIONS</b> (For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFM 177-373, Volume II, Ch 7.) 1. THIS FORM MUST BE TYPED OR COMPLETED IN INK. 2. BEFORE SEPARATING PARTS I, II, AND III, COMPLETE THE FOLLOWING BLOCKS: a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory. b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS. c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended. d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFR 35-26 and in Remarks area give abbreviated description of purpose of PTDY. (For example: base baseball team.) e. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number from the unit orderly room immediately before signing a leave approval and forwarding Part I to AFO. Do not get leave number earlier than 14 days before effective date. f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for space available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (more than 50%) of scheduled duty, enter the date and time when more than 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave. g. Block 22. For PTDY, use approval level required by AFR 35-26. h. Blocks 26-33. Complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33. (1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFR 35-9. (2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval. (3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message. 3. AFTER INITIALLY COMPLETING THIS FORM: a. Separate Part I immediately after getting a leave authorization number and signing the form. forward to the AFO using normal distribution unless the leave is terminal/separation or involves excess or advance leave. forward these requests (all parts) to the unit for approval. b. Separate Part II and give to member. c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section III of Part III and forward to your unit commander. 4. INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III ARE PRINTED ON PART III. 5. GUIDELINES FOR CHARGING LEAVE AND INSTRUCTIONS FOR LEAVE ADJUSTMENTS ARE PRINTED ON PART III.						

Figure 5.2 Leave Request Part III

LEAVE REQUEST/AUTHORIZATION (See Privacy Act Statement and General Instructions below)				SECTION I						
3. SSN (6-14) 123-45-6789		NAME (Last, First, Middle Initial) (15-19) Public, John Q.		5. GRADE O-3	6. CURRENT LV BALANCE 27	6a. DOS 30 Jul 04				
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____				8. TYPE OF LEAVE (Check one) <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) (AFI 36-3003) <input checked="" type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) _____						
PROVIDER'S SIGNATURE & STAMP				REMARKS:						
9. NO. DAYS REQUESTED (33-35) 5	10. LEAVE AUTH NO. (37-42) EX-0000	11. FIRST DAY/TIME OF LV STATUS 20010213 0001	12. FIRST DAY OF CHARGEABLE LV (47-52) 20010213	13. LAST DAY OF CHARGEABLE LV (53-58) 20010217						
14. LEAVE AREA (36) <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO. (512) 555-1212		16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.) 2112 Rush St. Peart, Texas 54321-1234 (512) 555-1212						
17. DUTY PHONE NO. 123-4567		18. UNIT AFIT		19. DUTY SECTION CIXX						
20. DUTY LOCATION Lee University, Washington 55544-4567										
SECTION II - MEMBER (Use to record data for leave originating outside CONUS)										
DATE/TIME DEPART PERM DUTY STATION	DATE/TIME RETURN PERM DUTY STATION	DATE DEPART DESG PAY AREA	DATE ARR CONUS	DATE DEPART CONUS	DATE RETURN DESG PAY AREA					
SECTION III - HOW DID ACTUAL LEAVE COMPARE TO THE LEAVE REPORTED IN BLOCKS 12 AND 13 ABOVE?										
A	CHECK ONE, AND COMPLETE DESIGNATED SUBSECTION			<input checked="" type="checkbox"/> No change (Complete subsections C, D and E only) <input type="checkbox"/> Last day should be corrected (Complete subsections B thru E) <input type="checkbox"/> Should be cancelled (Complete subsection E only)						
B	CORRECT LAST DAY OF CHARGEABLE LEAVE IS:		IF LEAVE WAS EXTENDED, EXTENSION WAS APPROVED BY:		TOTAL NUMBER OF DAYS TAKEN (See Block 12 for first day of chargeable leave)					
C	Space A transportation was used/not used (Circle one) If Space A transportation was used, it was signed up for on _____ (date)									
D	THIS IS A TRUE AND CORRECT STATEMENT OF LEAVE TAKEN. I make this statement with the full knowledge of the penalties for willfully making a false statement. Intentional misstatements or omissions of facts constitute federal criminal violations. (Maximum penalties: \$10,000 fine or 5 years imprisonment, or both. 18 U.S.C. 1001. Also see Article 107, UCMJ)					MEMBER'S SIGNATURE <i>John Q. Public</i>				
E	In consideration of the last duty day before starting leave and the first day after return from leave, or member's cancellation request, and including all other information available, I certify the above days of leave used, or cancelled, are true and correct to the best of my knowledge and belief. (See below for computing chargeable leave.)									
SUPERVISOR'S NAME AND GRADE (Print or Type) JANE D. DOE, Major, USAF			DUTY PHONE NO. 111-2222		SUPERVISOR'S SIGNATURE <i>Jane D. Doe</i>		DATE 18 Feb 01			
INSTRUCTIONS FOR CHARGING LEAVE Examples: Using a normal work schedule of Monday through Friday, 0730 to 1630.										
if the member	and has performed over 50 percent of scheduled duty		on a nonduty day	then duty status is	1. If the member departs the local area or signs up for Space-A travel on Tuesday, and if the leave-approving authority determines that the majority (over 50%) of scheduled duty was performed, Tuesday is a day of duty and Wednesday is the first day of leave. 2. If the member departs the local area or signs up for Space-A travel on Saturday, regardless of the hours, that day is a day of duty and Sunday is the first day of leave. 3. If departure from the local area or sign-up is on Sunday, regardless of the hour, that day is a day of duty and Monday is the first day of leave. 4. If the member returns from leave on Friday, and if the leave-approving authority determines that the majority (over 50%) of scheduled duty was performed, Friday is a day of duty and Thursday is the last day of leave. 5. If the member returns from leave on Saturday, regardless of the hour, Saturday is a day of leave. This rule also applies if return is on Sunday. (The above examples use Monday through Friday as normally scheduled workdays; however, for members on shift work, equivalent schedules will be arranged though the days of the week vary.) NOTE: When the member signs up for space-available transportation, the member has started a period of leave and it is charged as indicated above. Authority: AFR 35-9.)					
	Yes	No								
Departs or signs up for space-available travel	X			Duty						
		X		Leave						
Returns			X	Duty						
	X			Duty						
		X		Leave						
			X	Leave						
<b>LEAVE START DATE ADJUSTMENTS</b> If the member departs before or after the first day of leave status indicated in Section I of Part I, cancel the original leave request and prepare a new request using a new leave authorization number. Complete Section III of Part III of the original leave request and forward to the unit. forward Part I of the new leave request to the AFO. Process Part III of the new leave request as normal upon member's return.										
<b>INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III</b> Upon member's return from leave or cancellation, complete (separately) Section III of Part III. Determine how the member's actual leave dates compared to the chargeable leave reported to the AFO on Part I. complete Section III to indicate either "no change," "should be corrected," or "should be cancelled." IMPORTANT: All periods awaiting space available transportation are chargeable as leave according to normal rules for charging leave (see guidelines for charging leave above). After completing Part III, separate and immediately forward to your unit orderly room. If you must alter any Section III data after initially completing, line through and initial the incorrect data or block.										

## Chapter 6

### THESIS/DISSERTATION PROGRAM AND ACADEMIC TRAVEL INFORMATION

**6.1. Initial Planning.** Research is required in most advanced academic degree programs. Where an option exists, students are expected to select the research option. Careful planning is essential to successful research. Selection of an advisor and thesis/dissertation committee, availability of data and research facilities, travel requirements, and other pertinent factors must be considered. Students must keep in mind the time limit of their AFIT program. If feasible, students should select a topic of USAF or DoD interest. Students in the Master of Laws Program see 8.6.1.

**6.2. Research Information and Assistance.** Assistance in topic selection is available from a variety of sources. Possible sources include Air Force laboratories, research facilities, Air Force Office of Scientific Research, and MAJCOM/Operating Agencies.

6.2.1. AFIT Library (AFIT/LD) can be reached at commercial (937) 255-3005 or DSN 785-3005; email [afit.ldweb@afit.edu](mailto:afit.ldweb@afit.edu) or on the web at <http://library.afit.edu>.

6.2.2. Defense Technical Information Center (DTIC). DTIC can be reached at commercial (937) 255-7905 or DSN 785-7905.

6.2.3. Other sources. Students should also contact their sponsor or next unit of assignment, when known, so that research may be tailored to their requirements. Further, students should attempt to conduct research in an area where federal grants have previously been awarded to their institutions.

**6.3. Research Proposal.** As early as possible, students will inform their PM of their general area of research by letter or by notation on the education plan. Prior to beginning research but no later than 9 months for Master's Degrees, and no later than 18 months for PhDs, students will submit a specific thesis/dissertation proposal to their PM for approval. The proposal will include the following:

6.3.1. The student's name, civilian institution, degree level, and academic field.

6.3.2. A statement of the subject area, including a brief description of the nature and scope of the research.

6.3.3. Identification of the expected sources of research data.

6.3.4. Description of the travel required, if any, to support the research, number of trips, location, number of days, and estimated expense (Paragraph 6.6.).

6.3.5. An endorsement by the student's advisor.

6.3.6. For medical students, an estimated cost of supplies and equipment.

#### **6.4. Thesis and Dissertation**

6.4.1. Thesis/Dissertation Preparation Allowance. Students who prepare formal master's theses are eligible for a \$100 thesis allowance. Term papers or major reports do not qualify for any allowance. Doctoral students receive a \$200 allowance for a dissertation. These allowances are intended only to help defray costs of preparation. Allowances are payable only upon receipt of an unbound copy of the thesis/dissertation. You must provide a civilian forwarding address upon PCS from AFIT so that prompt payment may be made. Checks cannot be forwarded to military office addresses. These allowances must be claimed within one year of completing your program or being reassigned.

6.4.2. Scholarship and Fellowship Students. See paragraph 9.4.

6.4.3. Unbound Copies. Students must send one complete, unbound copy of their thesis or dissertation to their PM as soon as possible after its final approval by the school along with the AFIT/PA Request for Public Release Clearance Checklist. The disclaimer statement shown on the checklist should be included somewhere on the thesis/dissertation. Meteorology students must also forward one unbound copy to the Air Force Weather Technical Library, 151 Patton Ave, Asheville NC 28802. Master of Laws students should refer to paragraph 8.6.5. Copies of reports are forwarded to the Defense Technical Information Center (DTIC) for microfiche and retention.

6.4.4. Classified Thesis/Dissertation. Do not send a classified thesis or dissertation to AFIT. Students who conduct research of a classified nature must determine and follow all proper security procedures.

**6.5. Thesis and Dissertation Completed in Absentia.** Must be requested prior to PCS from AFIT.

6.5.1. AFIT may pay tuition and fees for one additional term (for example, semester, quarter, trimester) under the following conditions:

6.5.1.1. AFIT determines the officer will be able to complete all remaining degree requirements during that term.

6.5.1.2. The term begins not later than one year after the AFIT completion date or one year after departing a remote tour immediately following the officer's AFIT program.

6.5.2. AFIT may pay:

6.5.2.1. Minimal costs associated with any remaining research hours which will be completed during the term and which are needed to fulfill the research requirement.

6.5.2.2. Fees charged for submission and defense of the thesis or dissertation, but only if these events occur during the term described in paragraph 6.5.1. and only if AFIT has not previously paid these fees.



6.5.2.3. Fees charged which are required for the award of the degree (for example, graduation fee).

6.5.3. Students wanting AFIT to pay for one term of in absentia registration must submit a written request to their PM 30-60 days prior to PCS from AFIT. This request should also be annotated in the Certification Block of the student's final education plan. The request must include the student's name, program, school, the academic term for which registration is requested (if known), and a statement outlining what requirements remain for the degree to be completed.

6.5.3.1. Upon receipt of letter requesting absentia registration, the PM will send an information copy to AFIT/RPB.

6.5.4. Students who graduate in absentia must arrange for an official transcript with degree posted to be sent to their PM after award of the degree. AFIT cannot update student records with the degree without an official degree-posted transcript.

**6.5.5. AFIT will not pay for:**

6.5.5.1. Any charges for additional academic course work or fees, except minimum required research hours the officer must take during the additional term.

6.5.5.2. Any additional charges for academic work the officer may undertake in the future, unless the officer is reassigned to AFIT as a student.

6.5.5.3. Any per diem or travel costs for the former student to return to the civilian institution for any purpose after the completion of his or her original AFIT tour. This includes the additional term.

6.5.6. When the Thesis/Dissertation is completed; the student must complete an AF Form 475, Education/Training Record and FAX or mail it, along with a copy of your last training report, to the AFIT Registrars and Admissions office. Once they receive the form and a degree posted transcript, RR will process the TR and provide copies of the TR to AFPC and the students supporting MPF.

6.5.7. Completion time-frame constraints are based solely on university/institution requirements.

**6.6. Academic Travel.** TDY travel funds for research are limited. Only PMs have authority to grant TDY in support of student academic programs. All requests for TDY/PTDY to support research at CONUS locations must reach the PM at least four weeks before the proposed travel date. Except for unusual circumstances, overseas TDY must be permissive and requires at least 60 days advance notice (see paragraph 6.10.). All TDY requests will be submitted in writing or by e-mail, and will include the following:

6.6.1. Proposal.

6.6.1.1. Reason for the trip.

6.6.1.2. Detailed itinerary.

6.6.1.3. Proposed mode of travel. **Students must use government travel office for airline tickets and rental cars.**

6.6.1.4. Availability of government quarters.

6.6.1.5. Estimate of all costs associated with the TDY.

6.6.2. After completing funded travel, students must file travel vouchers with their servicing military travel pay office.

6.6.2.1. If the TDY is not performed, students will notify their PM so orders may be canceled.

6.6.3. Attendance at Technical, Scientific, or Professional Meetings.

6.6.3.1. If students are active participants at a conference related to their academic program or if meeting attendance is mandatory for their academic program, the trip may be funded by AFIT, provided TDY funds are available.

6.6.3.2. Attendance at other professional meetings will be on PTDY status and must be fully justified to the PM.

6.6.3.3. Non-Federally Funded (NFF) Travel: Students may, in some cases, accept an offer for use of non-federal funds to attend technical, scientific, or professional meetings. Note that students cannot solicit funds from the non-federal source. Requests for use of non-federal funds must be approved in advance by the PM. Students must complete a NFF Legal Review letter (Fig 6.1). Upon receipt, the PM will forward your request for an ethics review by the appropriate Legal Office IAW the Joint Ethics Regulation. Requests should be submitted in writing at least 30 days in advance of the TDY. If approved, the student will receive official TDY orders, perform the travel, and file a travel voucher with the Air Force for reimbursement. The student also files a travel claim with the non-federal source and requests that reimbursement be mailed to AFIT. It's imperative the payment is mailed to the student's AFIT program manager. The reimbursement process precludes the non-federal source from making direct payment to the student, thus violating the Joint Ethics regulation. Mailing the check to the PM enables the check to be credited to the proper account. All checks should be made payable to the "Air Force Institute of Technology." A detailed cost reimbursement report must be submitted to the PM within 30 days following the non-federally funded TDY. Delays in submitting this report must be coordinated with the PM. See Figure 6.1 for an example of the non-federally funded cost reimbursement report.

## **6.7. Nursing Challenge Examinations.**

6.7.1. Many institutions where Air Force nurses matriculate under AFIT sponsorship offer challenge examinations for credit toward degree requirements. These examinations are usually designed by the faculty of the nursing school based on their concept of the knowledge the student should possess upon course completion. In some instances, the school prefers to use the tests of the National League for Nursing. In either case, credit is granted only for course work within the nursing curriculum.

6.7.2. AFIT policy permits reimbursement of the expenses associated with taking these examinations only if successful completion will shorten the time required for the completion of degree requirements. Under this criterion, challenge of one course would not be reimbursable but challenge of an entire semester or quarter would qualify. In essence, reimbursement for a challenge to one course is denied because the Air Force is still required to pay a full term's tuition for the student. There is, however, a cost savings if the student successfully challenges course work equal to a semester or quarter because it reduces the total tuition cost.

6.7.3. Any nurse who contemplates taking challenge examinations should secure prior approval of the PM to ensure that the expense is reimbursable. Such approval is ordinarily granted via the AFIT Forms 18 and 18A, Education Plan and Financial Voucher. After-the-fact approval will not be granted.

6.7.4. Some schools will bill AFIT for the cost incurred for challenge examinations. Other schools prefer that the student pay for the examinations. If the student makes payment, reimbursement requests should include the completed SF Form 1164 (Fig 6.3), paid receipt, and canceled check, (both sides).

## **6.8. American Specialty Board Examination.**

6.8.1 Officers of the various medical components who become eligible for and desire to take the American Specialty Board Examination may take the examination at government expense providing funds are available. Application is made on forms obtained from the Board, and the officer should send the completed application, including a personal check to cover the fee, directly to the Board.

6.8.2. When an official letter to sit for an examination is received from the Board, the applicant will submit this notification and a request for TDY orders to AFIT. The request for orders must include the dates of the examination and the complete address of the facility where the examination will be conducted. On the basis of the notification, TDY orders will be issued, if funds are available.

6.8.3. Officers taking the American Specialty Board Examination must obtain receipts for the examination fee to support their claims for reimbursement. The voucher for travel pay and per diem is to be filed with the individual's servicing Accounting and Finance Office whereas the fee is reimbursed directly by AFIT.

6.8.4. Officers who are notified that they have successfully passed the examination will inform AFIT by sending a copy of the notification letter from the American Specialty Board.

**6.9. Security Clearance.** If access to classified material is required to conduct research, students should notify their PM in time to complete the required visit notification prior to the TDY.

**6.10. TDY to Foreign Countries.**

6.10.1. Seldom will funded travel be approved to foreign locations. However, if circumstances warrant, P-TDY or non-Federally funded TDY can be authorized for professional meetings, research, and medical residency elective rotations. Several levels of administrative review are required, with final approval by the Dean, CI. In most instances, country and area clearances must be obtained from the Air Staff, State Department, and the U.S. Embassy. Your PM will initiate the required messages to obtain the proper clearances. Students may be required to obtain a passport depending on the status of travel. Passports are generally recommended in all cases of travel to foreign countries.

6.10.2. Student requests should be submitted to their PM not later than 60 days prior to planned departure. The following information must be included:

6.10.2.1. Purpose of TDY.

6.10.2.2. Justification for performing the TDY at a foreign location versus the U.S.

6.10.2.3. Location and dates of TDY.

6.10.2.4. Detailed travel itinerary, including date and place of departure from the U.S. and date and place of reentry to the U.S.

6.10.2.5. Name of institution to be visited to include a point-of-contact and phone number.

6.10.2.6. Estimate of all costs associated with the TDY. State whether or not you are requesting AFIT funding.

6.10.3. Call the Office of Special Investigations (OSI) at least 60 days prior to the planned departure date to schedule a security briefing. Indicate the appointment in the TDY request. Students must obtain a security briefing within two weeks prior to departing the United States. Briefings may be obtained at a local base OSI detachment. Students traveling to designated "high threat" locations will be given special instructions by the OSI. Permission for the TDY will not be granted without documentation of the OSI security briefing.

6.10.4. Call the nearest MTF and schedule a visit with the Travel Immunization Clinic to ensure required immunizations are received and public health briefing specific to the country is received before departure.

NOTE: Students must provide the below information (Fig 6.2, Non-Federally Funded Reimbursement Report) to their PM for submission of the reimbursement report. After the information is provided, the PM will submit this report to the appropriate agency.

**Figure 6.1. Request for Legal Review of Travel Benefits**

[date]

MEMORANDUM FOR AU/JA or 88 ABW/JAC

FROM: AFIT/CIGW

SUBJECT: Request for Legal Review of Acceptance of Travel Benefits under 31 U.S.C. 1353,  
[name of traveler], AFIT Student, [name of university]

**1. This letter is to request legal review of acceptance of non-Federally funded travel benefits in accordance with 31 U.S.C. 1353.**

**a. [Name of traveler] will be on official TDY.**

**b. This offer of travel benefits was unsolicited.**

**c. Travel has not yet taken place and will take place from [begin date] to [end date].**

**d. The traveler will go to [location] to attend [event title] from [begin date] to [end date]. This event is sponsored by [sponsor]. The purpose of this event is to [purpose] and the traveler's duties at this event will be to [official duties].**

**e. [Full name of non-Federal benefit provider] offered to help fund the travel costs of this TDY. The [provider] offered to pay or provide the following benefits in the following dollar amounts: [plane fare, lodging, meals, rental car, conference fees, etc.], which total [total value]. The following benefits will be provided in kind: [list]; the other benefits will be paid for by check or similar instrument made payable to the Air Force.**

**2. Please provide a written legal review in accordance with the Joint Ethics Regulation. For further information, please contact [student name, phone number, email] or [afit program manager name, phone number, email].**

Program Manager Name, Rank, USAF  
Duty Title

**Figure 6.2. Sample of Non-Federally Funded Reimbursement Report*****DATE***

MEMORANDUM FOR AU/JA or 88 ABW/JAC

FROM: ***RANK NAME, SSAN XXX-XX-XXXX***

SUBJECT: Non-Federally Funded Travel Report Under U.S.C. 1353

1. Name of traveler & Official Duty Title: ***NAME, RANK, POSITION***
2. Location of travel: ***CITY, STATE, COUNTRY***
3. Dates of official TDY & Dates of Event: ***DATES, DATES***
4. Non-Federal sponsor of travel: ***UNIVERSITY OR ORGANIZATION NAME***
5. The name of event & type of event & sponsor of the event: ***NAME OR TITLE OF CONFERENCE OR EVENT*** sponsored by ***NAME OF SPONSOR***
6. Itemized dollar value of non-Federally funded payments or services:
  - a. Amount of funding by non-Federal source provided by check: ***\$ AMOUNT***
    - (1) Hotel reimbursement: ***\$ AMOUNT***
    - (2) Travel/Airplane reimbursement: ***\$ AMOUNT***
    - (3) Meals/per diem reimbursement: ***\$ AMOUNT***
    - (4) Any other funding reimbursement: ***\$ AMOUNT***
  - b. Value of funding provided "in kind" by non-Federal source: ***\$ AMOUNT***
    - (1) Hotel value if provided free of charge by non-Federal source: ***\$ AMOUNT***
    - (2) Travel/Airplane value if provided free of charge by non-Federal source: ***\$ AMOUNT***
    - (3) Meals/per diem value if provided free of charge by non-Federal source: ***\$ AMOUNT***
    - (4) Any other service or support provided free of charge by non-Federal source: ***\$ AMOUNT AND PURPOSE (IF APPLICABLE OR RELEVANT)***

- c. Total value of (a) and (b) above: ***\$ AMOUNT***
7. Name of spouse accompanied: ***NAME OF SPOUSE (IF APPLICABLE)***
8. If you have any further questions, please contact Capt John Q. Doe (Program Manager) at 255-3291, ext 0000, or ***NAME OF STUDENT at AREA CODE AND PHONE NUMBER.*** and e-mail address.

JOHN Q. DOE, Capt, USAF  
AFIT/CI Program Manager



Figure 6.3 SF 1164 – Mileage

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER				
				3. SCHEDULE NUMBER				
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY				
<b>CLAIMANT</b>	4. a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO.					
	DOE, JOHN J. O-3		123-45-6789					
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER					
	123 MAIN STREET SOMEWHERE, OH 12345		(123) 456-7890					
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)								
DATE	<b>C O D E</b>	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses (itemized)		MILEAGE RATE	<b>AMOUNT CLAIMED</b>			
19		(Explain expenditures in specific detail.)		0.33 6	MILEAGE	FARE OR TOLL	ADD PER- SONS	TIPS AND MISCEL- LANEOUS
(a)	(b)	(c) FROM	(d) TO	NO. OF MILES (e)	(f)	(g)	(h)	(i)
5 SEP	A	COLLEGE STATION TX	RANDOLPH AFB TX	180.0	58.50			
5 SEP	A	RANDOLPH AFB TX PURPOSE OF TRIP:	COLLEGE STATION TX IN-PROCESSING APPT.	180.0	58.50			
23 SEP	A	COLLEGE STATION TX	RANDOLPH AFB TX	180.0	58.50			
23 SEP	A	RANDOLPH AFB TX PURPOSE OF TRIP:	COLLEGE STATION TX ID CARD FOR DEPENDENTS	180.0	58.50			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK				
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) ▶ \$ 234.00				TOTALS	720.0	234.00		
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.				
Sign Original Only				PAYMENT DESIRED <i>Sign Original Only</i>				
APPROVING OFFICIAL SIGN HERE ▶				<input type="checkbox"/> CHECK <input type="checkbox"/> CASH				
				CLAIMANT SIGN HERE ▶ <i>John J. Doe</i> DATE <i>23 Sep 01</i>				
9. This claim is certified correct and proper for payment.				11. CASH PAYMENT RECEIPT				
AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶				a. PAYEE (Signature)			b. DATE RECEIVED	
Sign Original Only				c. AMOUNT				
				\$				
				12. PAYMENT MADE BY CHECK NO.				
ACCOUNTING CLASSIFICATION								

Figure 6.4 – SF 1164 Miscellaneous Fees

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER			
				3. SCHEDULE NUMBER			
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY			
CLAIMANT	4. a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO.				
	DOE, JOHN J. O-3		123-45-6789				
	c. MAILING ADDRESS (Include ZIP Code) 123 MAIN STREET SOMEWHERE, OH 12345		d. OFFICE TELEPHONE NUMBER (123) 456-7890				
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)							
DATE	C O D E	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses (itemized)		MILEAGE RATE	AMOUNT CLAIMED		
19		(Explain expenditures in specific detail.)		NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER- SONS (h)
(a)		(b)	(c) FROM				
28 AUG	C	UNIVERSITY APPLICATION FEE					50.00
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK			
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ 50.00				TOTALS			50.00
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.			
Sign Original Only				PAYMENT DESIRED <span style="float: right;">Sign Original Only</span>			
APPROVING OFFICIAL SIGN HERE				<input checked="" type="checkbox"/> CHECK <input type="checkbox"/> CASH CLAIMANT SIGN HERE <span style="font-family: cursive;">John J. Doe</span> DATE <span style="font-family: cursive;">28 Aug 01</span>			
				11. CASH PAYMENT RECEIPT			
9. This claim is certified correct and proper for payment.				a. PAYEE (Signature)		b. DATE RECEIVED	
						c. AMOUNT \$	
AUTHORIZED CERTIFYING OFFICER SIGN HERE				12. PAYMENT MADE BY CHECK NO.			
ACCOUNTING CLASSIFICATION							

## Chapter 7

### PROGRAM CONCLUSION AND DEPARTURE FROM SCHOOL

**7.1. Graduation Ceremony Policy.** The student's official completion as defined in paragraph 4.2., governs campus departure date. While attendance at university graduation ceremonies is encouraged, the student will not be allowed to remain on campus for the ceremony if there are more than seven days between the completion date and the ceremony unless the student takes leave. Attendance at the graduation ceremony is not a requirement for award of a degree.

**7.2. Thesis/Dissertation Program Requirements.** See Chapter 6 for information regarding thesis/dissertation abstracts, copies for the Air Force, and completion of thesis/dissertation in Absentia.

### **7.3. Final Education Plan, Transcripts, and Certificate of Completion.**

7.3.1. Final Education Plan. At the time of graduation, departure from campus, or withdrawal, whether or not you receive a degree, forward your *typed* final education plan, a civilian forwarding address, and duty phone to your PM. (complete IAW fig 4.1. & 4.2.) You must do this within seven days of program completion because your final education plan forms the basis of your final training report.

7.3.1.1. The final education plan need not be signed by the faculty advisor.

7.3.1.2. If the grades for your final semester are not yet available when you write your final education plan, enter your estimates of what the official grades will be and note that the grades you have reported are estimates. Your PM will enter the official grades when your transcript arrives.

7.3.1.3. It is important that the "Certification" block be completed and signed. Include an accurate total of all your costs for books and thesis preparation during your entire program. If the book allowance you received exceeds your expense for that category, include a check, payable to AFIT, to AFIT/RPB Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765 for the difference. The thesis allowance will be paid in accordance with paragraph 6.4. Remember, the certification block must be signed in order to receive your allowance.

7.3.2. Final Transcript: Students are reminded that it is their personal responsibility to submit a final certified education plan and an official transcript to their PM following their completion date. This responsibility does not end until these documents arrive at AFIT. Failure to provide these documents by the suspense date will be reflected in the final training report.

7.3.2.1. Students who graduate at the time they depart school must provide their PM with an official university raised seal transcript with degree posted as soon as it is available. The student should arrange with the Registrar to forward the transcript directly to the PM. The transcript enables AFIT to update the student's official Air Force records. Official military records at

AFPC will not be changed to reflect the award of the degree without an official university transcript with degree posted.

7.3.2.2. If degree requirements will be satisfied before departing school but the degree will not be awarded until 30 or more days after the student's scheduled departure date, the student must send a letter of completion on official university letterhead signed by the major department head or graduate school certifying that all degree requirements have been completed and indicating the date the degree will be awarded, the actual title of the degree, the total number of credit hours completed, and the cumulative GPA.

7.3.2.3. Students unable to satisfy degree requirements prior to departing the school and who intend to graduate in absentia must arrange for a final transcript with degree posted to be sent to your PM at AFIT/CI, Bldg 642, 2950 P Street, Wright-Patterson AFB 45433-7765 after award of the degree.

7.3.2.4. Certificate of Completion. All students in non-degree programs must have a copy of their Certificate of Completion (if one is awarded for their program) forwarded to their PM for updating student's official AF records.

**7.4. Final Training Report.** Upon receipt of the student's final education plan and within 120 days of the official completion date, the PM will accomplish a final training report. The PM may comment on such areas as academic honors the student has received, publications, and performance of LO duties.

### ***Section F—Reassignment from AFIT***

#### **7.5. Assignment Procedures and References.**

7.5.1. The AFAS officer assignment system is administered by AFPC at Randolph AFB TX. Normally students should receive end assignments and have orders in hand not later than 60 days prior to AFIT completion date. Officers are expected to take an active interest in their career progression and reassignment actions. Student follow-on orders will be prepared by the servicing MPF, not AFIT/CI. To assist the individual in controlling and monitoring these areas, the following suggestions are offered:

7.5.2. Reaffirm a precise termination date to your PM as soon as possible but not later than 10 months prior to program completion.

7.5.3. Write or call your officer career monitor or resource manager at AFPC for guidance and general information on the availability and kinds of assignments in your specialty. Officers sponsored by specific agencies should communicate with those agencies.

7.5.4. Contact your servicing MPF for questions regarding status of your orders.

**7.6. Formal Training Applications.** Students desiring to attend courses described on the AETC Education and Training Announcements web site, should contact the MPF Classification

and Training Unit at their next duty station. Attendance at most of these courses (except when directed by USAF as TDY en route to a first permanent station) is subject to MAJCOM quotas for permanent party personnel. AFIT has no authority to send students to these courses.

**7.7. Flying Training.** Eligible officers may apply for flying training in accordance with AFI 36-2205, applying for Flying and Astronaut Training Programs. Send application packages to your PM for routing endorsement by the Dean CI and AFIT Commandant.

**7.8. Disposition of Early Disenrollments:** Officers disenrolled from school are considered “unprogrammed availables” and will be forecast in accordance with AFI 36-2110 immediately after the Commandant’s approval. PCS orders can be expected 30 to 45 days after disenrollment.

**7.9. Departure Procedures.**

7.9.1. Unless otherwise authorized, students must depart the campus area within seven calendar days of their official (education plan) program completion date. The student must report their date and time of departure to the LO and the AFROTC unit. Students without PM authorization who remain in the area beyond the seven-day maximum will assume leave status.

7.9.2. Authorization to remain at the school location will not normally be approved for members who desire little or no leave prior to reporting to TDY or PCS station. Exceptions to this policy will be made on an individual basis. A member may request to remain at the school location more than seven calendar days after AFIT completion, based only on extenuating circumstances (for example less than 15 days notification of PCS assignment or while waiting for the start of en route training). Students who desire to remain on station past the seven-calendar day deadline will submit their request to remain on campus in writing to their PM. The AFROTC PAS must be given the opportunity to provide employment during the delay period. Except in emergencies, requests arriving at with less than 60 days lead-time will not be processed. Requests must include a specific time span and complete contact information for the person who will be the student’s local supervisor during the delay period. The request must be endorsed by the proposed local supervisor and the AFROTC PAS. The endorsement should clearly indicate that the student will be effectively utilized until departure.

## PART 4- SPECIFIC PROGRAM GUIDANCE

### Chapter 8

#### LEGAL EDUCATION PROGRAMS

**8.1. Compliance with Student Instruction.** This instruction is directive in nature and establishes policies, procedures, and standards applicable to the educational programs managed by Civilian Institution Programs, AFIT/CI. All participants in the three legal programs, like other CI students, will comply with the applicable portions of this instruction unless specific exemptions have been granted by AFIT. At schools where there is an AFROTC detachment and/or AFIT Liaison Officer (LO), officers must comply with policies and procedures of one or both that are responsible for local implementation of AFIT policies.

#### **8.2. Student Classification.**

8.2.1. Master of Laws Program (LLM). These are active duty Judge Advocate General (JAG) officers selected to attend graduate school in various specialties of law such as space, civil, international, labor, environmental, trial advocacy, health, air and space, computer and government procurement to attain the second professional law degree. Officers attend school on a continual basis, do not participate in legal internships at bases, and are authorized appropriate pay and allowances.

8.2.2. Funded Legal Education Program (FLEP). As directed by Public Law 93-155 and implemented under AFI 51-101, Judge Advocate Accession Program, active duty career officers (regular or reserve) are assigned as students at accredited law schools for a period of training not to exceed 36 months, leading to the first professional law degree, Bachelor of Law or Juris Doctor, and completion of the bar examination. Pay and allowances are authorized during the period of training and ordinary leave is accrued. An officer in this program must, at a minimum, pursue a normal semester or quarter course schedule (day classes) until receiving the degree.

8.2.3. Excess Leave Legal Education Program (ELP). Active duty career officers (regular or reserve) are assigned as students at accredited law schools for a period of training not to exceed 36 months, leading to the first professional law degree, Bachelor of Law or Juris Doctor, and completion of the bar examination. However, ELP students complete their programs in excess leave status. Excess leave is leave other than that accrued under 10 USC 701. Excess leave is not charged against an officer's leave account and is not repaid. No pay or allowances are authorized for students in this program nor is ordinary leave accumulated; however, ordinary leave is accrued and may be granted in conjunction with periods of legal internship extending more than six days. An officer in this program must, at a minimum, pursue a normal semester or quarter course schedule (day classes) until receiving the degree.

**8.3. Status of Personnel in Program.** Personnel participating in the LLM, FLEP, or ELP programs are active duty officers assigned to AFIT. LLM and FLEP students may not engage in employment for any outside employer. Exceptions to this policy are ELP students and they will

be processed in accordance with Joint Ethics Regulation/employment request letter submitted to HQ USAF/JAX, 1400 Air Force Pentagon, Washington DC 20330-1420 who will notify AFIT/CIGD of the decision. Excess Leave students, although attending school in a non-pay status, are entitled to all other normal active duty benefits and privileges.

**8.4. Finance Records.** Finance records of students in the LLM and FLEP programs are maintained at a designated Accounting and Finance Office, of their servicing MPF. Finance records of ELP students are transferred to 88 ABW/FMFO, 1940 Allbrook, Ste #2, Wright-Patterson AFB OH 45433. Upon the student's entry into the ELP program, a copy of the paid PCS travel voucher needs to be sent to this office to officially transfer them. AFIT/CIGD initiates action to open and close pay records of ELP students for periods of annual leave and/or legal internship. Officers initially entered into the ELP program begin non-pay status effective the first day of classes.

**8.5. Education Plan.** Prepare and submit to AFIT/CIGD the AFIT Forms 18 and 18A, Education Plan and Financial Voucher, as described in paragraph 4.3. One copy of the forms must also be sent to HQ USAF/JAX. FLEP and ELP students will reflect the entire three years of Law study. LLM students will reflect the entire year, to include thesis preparation, if applicable. Although exact course offerings may not be available, officers should project those courses they intend to take. Elective courses should be selected so as to be most compatible with future military assignments as a JAG officer. Each fall, students in the FLEP and ELP programs are required to submit a revised plan to AFIT/CIGD covering the entire three years, including courses already taken and grades received. Minor changes to the program, between submission of the initial plan and the annual fall revisions, can be coordinated with AFIT/CIGD.

#### **8.6. Master of Laws Program (LLM) Thesis Requirement.**

8.6.1. Thesis Topic. Students enrolled in LLM programs requiring a thesis should identify thesis topics as early as practicable. Primary emphasis should be given to Air Force and DOD-related research. HQ USAF/JAX will assist students in obtaining listings of suggested Air Force and DoD topic areas if such lists are available.

8.6.2. Thesis Proposal. Students are required to submit a copy of their thesis proposal to AFIT/CIGD and HQ USAF/JAX for approval.

8.6.3. Thesis Allowance. (Paragraph 6.4.1.)

8.6.4. Temporary Duty (TDY). Students performing research on a topic of direct interest to the Air Force and/or DoD are eligible for funded TDY, provided funds are available (paragraph 6.6.). AFIT has the authority to grant P-TDY in support of student academic programs and seek legal approval for non-federally funded TDY. Submit requests to AFIT and forward a copy of the request directly to HQ USAF/JAX at least four weeks in advance of the departure date. Requests must include items listed in (Paragraph 6.6.1.)

8.6.5. Publication and Copies. As soon as possible after final approval and acceptance by the

school, students are required to submit two copies of their completed thesis to The Air Force Law Review, CPD/JA, 150 Chennault Circle, Maxwell AFB AL 36102-6429, prior to submission to any other publication. The Air Force Law Review will review the submission for possible publication. LLM Students are also required to submit one copy each of their completed thesis to HQ USAF/JAX, 1420 Air Force Pentagon, Room 5E409, Washington DC 20330-5120 and to AFIT/CIGD Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765 in order to receive thesis allowance.

### **8.7. Cost of Training.**

8.7.1. LLM Program. AFIT pays for all tuition and fees through the Educational Services Agreement with the specific school. Any fees incurred by the officer due to late registration, late/drop/add, etc., are the sole responsibility of the officer. Officers can be reimbursed for the application fee paid to the school they are attending (see paragraph 5.3.5.) and will receive a book allowance based on congressionally approved funding. EXCEPTION: Students enrolled in an LLM program at the Army Judge Advocate General School (AJAGS) will not receive a book allowance since materials are supplied by the school. Book allowances will be paid within three to four months after entering the program to cover the entire year. Delay in timely submission of education plans and local addresses can delay receipt of book allowance payments.

8.7.2. FLEP Program. AFIT pays for all tuition and fees through the Educational Services Agreement with the specific school. Any fees incurred by the officer due to late registration, late drop/add, etc., are the sole responsibility of the officer. The officer will receive an annual book allowance based on congressionally approved funding. This entitlement is computed at \$37.50 per fiscal year quarter. Payment is made within three to four months after entering the program. Law school application fees and Law School Data Assembly Service (LSDAS) fees are the sole responsibility of the student.

8.7.3. ELP Program. All school expenses are borne by the students in this program and no pay and allowances are received while in school. Refer to paragraph 8.9.3. Legal Internship, for periods when pay records can be opened.

### **8.8. Legal Internship.**

8.8.1. LLM Program. Does not apply.

8.8.2. FLEP Program. During the first two years of their programs, FLEP students are required by AFI 51-101 to perform legal internships at Air Force Staff Judge Advocate Offices during summer vacation periods. Normally, internships will be performed at a base supporting the school to which the student is assigned. Requests for exception, with justification, must be coordinated in advance with AFIT/CIGD and HQ USAF/JAX. Internships will not be authorized for Air Force Reserve, Air National Guard, Army, Navy or Marine legal offices (Figure 8.1). Internships must begin within two calendar days of each officer's last examination or class and may not be terminated prior to two calendar days before the start of fall classes. HQ AF/JAX will forward internship information to each student in November. On receipt of student



responses, AFIT/CIGD will coordinate summer assignments with HQ USAF/JAX. Because of budgetary considerations, FLEP students do not serve an internship during Christmas breaks.

### 8.8.3. ELP Program.

8.8.3.1. During the first two years of their programs, students are required by AFI 51-101 to perform legal internships at Air Force Staff Judge Advocate Offices during summer vacation periods. Normally, internships will be performed at a base supporting the school to which the student has been assigned. Requests for exception, with justification, must be coordinated in advance with AFIT/CIGD and HQ USAF/JAX. Internships will not be authorized for Air Force Reserve, Air National Guard, Army, Navy, or Marine legal offices. Internships must begin within 10 calendar days of each ELP student's last examination or class and may not be terminated until 10 calendar days prior to the start of fall classes. On receipt of requested student internship information, AFIT/CIGD will coordinate summer assignments with HQ USAF/JAX. Paid status will start on first day of the internship and will end the last day of the internship.

8.8.3.2. During other periods of vacation, extending 14 calendar days or more, (usually Christmas break), ELP students may perform internships if they desire. The decision to perform internships during these periods is solely at the discretion of the individual concerned and pay and allowances as well as per diem and travel (if appropriate) will be authorized for these periods of internship. HQ USAF/JAX will forward internship information to each student in early October regarding Christmas break internships. On receipt of student responses, AFIT/CIGD will coordinate winter assignments with HQ USAF/JAX.

8.8.3.3. Part-Time Work. In addition to the summer and winter internships, ELP students may request approval to work at an Air Force Staff Judge Advocate Office for any other period of 1 to 13 days. Pay and allowances will be earned during these periods but no funds will be authorized for per diem or travel. No leave will be accumulated during periods of duty of less than six days. Interested ELP students should submit a letter of request to the local SJA office where they desire to perform this work. The local SJA office will forward the request to AFIT/CIGD with their endorsement indicating that (a) work is available; (b) appropriate local supervision is present; and (c) that the SJA concurs with the request. AFIT/CIGD will coordinate the request with HQ USAF/JAX for approval or disapproval. If the request is approved, the local SJA will certify by letter to AFIT/CIGD, Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765 by the sixth of each calendar month the name of the officer and days of duty performed during the previous month. AFIT/CIGD will initiate financial actions with the 88 ABW/FMFO.

## 8.9. Summer School.

8.9.1. LLM Program. Students will pursue their academic programs on a continual basis, to include summer school to complete thesis requirements.

8.9.2. FLEP and ELP Programs. Each student will participate in the summer internship training unless a waiver is requested and approved to attend summer school. A request for waiver should be sent to HQ USAF/JAX through AFIT/CIGD, Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765. AFIT/CIGD will review the request and forward it to HQ USAF/JAX for final

approval. Such requests are usually disapproved unless attendance during all summer periods is available and will accelerate completion of the program.

#### **8.10. Education/Training Reports (AF Form 475).**

##### **8.10.1. General. (Paragraph 3.6.)**

8.10.2. FLEP and ELP Programs. At the end of each summer internship, the SJA of the student's base of attachment for training prepares and sends a Letter of Evaluation (LOE) on a AF Form 77 to AFIT/CIGD and a copy to HQ USAF/JAX covering the internship period within 14 days. Excerpts from the LOE are included in the annual training report.

**8.11. Academic Standards and Probation.** Students in the FLEP and ELP programs must maintain at least a 2.5 cumulative GPA on a 4.0 scale. Students pursuing an LLM degree must maintain the same academic standards as an AFIT graduate student (see paragraph 5.1.).

**8.12. Bar Review Course/Bar Examination.** FLEP and ELP students take the first scheduled bar examination following graduation either in the state where they attended law school or the state of legal residence. Only HQ USAF/JAX makes exceptions to this requirement. The costs of the bar review and bar examination are borne solely by the student. AFIT/CIGD will forward instructions concerning the bar review course and bar examination several months prior to completion of program.

#### **8.13. Leave Procedures.**

8.13.1. LLM and FLEP Programs (See paragraph 5.7. for applicable instructions). Students who cannot process leave locally because of the non-availability of an AFROTC Detachment or LO must process leave applications through AFIT/CIGD. FLEP and ELP students desiring leave during a legal internship must coordinate with AFIT/CIGD to ensure that the internship orders authorize the desired leave.

8.13.2. ELP Program. Officers in excess leave status will submit all leave requests usually to be put on paid status to AFIT/CJGD; however, they should notify the LO of the inclusive dates of leave if an LO is assigned to their institution. (If there is no LO but there is an AFROTC PAS, the PAS should be notified). In addition, ELP students who choose not to perform a legal internship during short school breaks and choose instead to travel away from the assigned duty station are not required to take annual leave. This applies only to Excess Leave students. However, the LO and/or PAS (if applicable) and AFIT/CIGD must be notified of the period of absence and given an emergency address and telephone number prior to departure.

#### **8.14. Program Completion.**

8.14.1. LLM Program. Program completes on the last day of exams or course work, if not completing a thesis, or on the day the thesis is accepted by the school--not the day of graduation. All AFIT students have up to seven calendar days after the completion date for out-processing purposes. If the graduation date falls in that seven-day period, a student can attend without being

charged leave. After the seven-day period, students are in a leave status. Students cannot PCS prior to the established AFIT completion date.

8.14.2. FLEP and ELP Programs. Program terminates on completion of the bar examination or completion of degree requirements, whichever is later. Those students who choose to take bar review courses and/or bar exams outside the state where school was attended, the completion date will be the date of last exams or last course, whichever is later, prior to leaving the campus area. Though the completion date can be adjusted, ELP students will still be in excess leave; i.e. non-pay status until after the completion of their bar exam. The bar review course and/or bar exam period will then be covered by Permissive-TDY on the PCS orders.

8.14.3. All Programs. Approximately four weeks prior to completion, each student will receive end-of-tour information with a request to forward a final education plan, to include all courses taken and grades received; as well as instructions concerning the final official transcript (no photocopies) and a request for input for the final training report.

**8.15. Follow-on Assignment.** All follow-on assignments for legal students are determined by HQ USAF/JAX. Students should communicate directly with that office regarding assignment selection matters. The student's MPF will issue PCS orders on receipt of assignment information from HQ USAF/JAX.

**Figure 8.1. Request for Waiver from Summer Internship to Attend Law School in the Summer**

Date

MEMORANDUM FOR HQ USAF/JAX  
THE PENTAGON ROOM 5E409  
WASHINGTON DC 20330-5120

FROM:

SUBJECT: Request for Waiver from Summer Internship to Attend Law School in the Summer

1. I, (name, SSN, a # year FLEP or ELP student) request a waiver from my law summer internship to attend law school in the summer. (state the reason for the request and how it will expedite the completion of your legal program.)

2. If you have any questions feel free to call me at (home phone number.) Thank you,

(name, rank, USAF)  
(FLEP/ELP student)

## Civilian Institution Programs

### Chapter 9

#### SCHOLARSHIP, FELLOWSHIP AND GRANT PROGRAMS

**9.1. Governing Directive.** Officers awarded fellowships, scholarships, or grants will comply with the provisions of AFI 36-2302, Professional Development, Chapter 3, Fellowships, Scholarships, and Grants.

**9.2. Teaching Fellowships.** The provisions of DoD 5500.7R, Joint Ethics Regulation, dictate against approval of teaching scholarships or fellowships. The public interest of the United States could appear to suffer when USAF officers are engaged in part-time teaching, which could prolong their AFIT assignments.

**9.3. Acceptance of Stipends.** Air Force personnel are prohibited by federal law from accepting compensation from civilian institutions other than payments for tuition, books, research expenses, and related fees. This restriction includes such items as laundry of personal clothing and payment for teaching assignments. These restrictions extend to organizations offering support for internship expenses. If the institution offers to support student research with school resources other than those normally offered, the students should contact their PM.

9.3.1. If the total value of the benefits (in cash or in kind) of the AFIT-approved fellowship, scholarship, or grant exceeds the cost of attending the same school at government expense, the individual may not keep the excess, unless the following conditions are followed. To ensure an accurate accounting of the excess funds, the recipient will establish a separate bank account for these funds and report to the PM quarterly on the account's balance. The funds may be used only for those expenses necessarily connected to completion of the degree. In other words, those expenses required for degree completion are allowable and those, which are merely for convenience, are not allowable. Examples of allowable expenses are textbooks, class materials, pencils, pens, paper, tuition, research travel, thesis or dissertation preparation, computer software and leasing of computers. Examples of expenses not allowable are purchase of computer equipment, travel expenses to and from school, meals at school, parking fees, journal subscriptions and student association fees.

**9.4. Fee and Allowance Payment.** If the grant covers all appropriate fees, it will be used to pay the institution directly or through the recipient, depending on how the donor directs. If the grant covers more than that allowed under AFI 36-2302, recipients must forward the excess to AFIT/RPB (Bldg 642, 2950 P Street, Wright-Patterson AFB OH 45433-7765). Make check or money order payable to AFIT. AFIT/RPB will pay the normal textbook and research allowances to scholarship/fellowship recipients if their grants do not cover them.

**9.5. Applications for Scholarship by CI students.** CI students may compete for scholarships and fellowships.

However, in accordance with AFI 36-2302, an AFIT student will not apply for a scholarship:

9.5.1. Which is awarded on the basis of financial need.

9.5.2. When a condition of a scholarship is teaching and teaching is not a degree requirement for all students in a given program.

9.5.3. When the student's currently approved degree program will be lengthened by accepting the scholarship. Students wishing to apply for a scholarship in order to work toward a more advanced degree or make changes in a degree program will coordinate the applications with the PM.

**9.6. Administration of Scholarship/Fellowship Students.** Scholarship/fellowship students are managed and administered much like other CI officer students except for funding and certain types of travel and leave.

9.6.1. Educational Travel. Certain scholarships/fellowships stipulate attendance at a foreign university or center and provide recipients with funds to defray costs of "educational travel" they are required to perform in accordance with their particular scholarship/fellowship. Students in such programs (Fulbright, Olmsted, Rhodes, et cetera) will perform this travel in P-TDY status; funded TDY is not authorized. AFIT will publish blanket TDY orders (permissive) for such travel and assist students in obtaining proper clearance. Each student will be informed by AFIT/CIGG of the particular procedure in his/her case prior to departure or shortly after arrival at the foreign duty location. Regardless of the procedure--blanket orders from AFIT or locally published orders--no travel will be performed without prior AFIT/CIGG concurrence nor will any travel interfering with the normal academic schedule be approved. Further, all travel outside CONUS must be in accordance with the USAF Foreign Clearance Guide and will usually require the student to arrange the proper area clearances through a local USAF, DoD agency, via their PM.

9.6.2. Leave. The normal AFIT/CI leave policy and procedure noted earlier in this instruction applies to most scholarship/fellowship students. Students at foreign schools or duty locations should make local arrangements with some convenient USAF or DoD agency for processing leave because AFIT/CI cannot process leave for overseas students as it can for CONUS students. USAFA and AFROTC scholarship selectees should keep their PM apprised of summer leave addresses and phone numbers prior to program start. Olmsted scholars should provide AFIT/CIGG with addresses and phone numbers while in language training. AFIT/CIGG will advise overseas students individually on the procedures to make such arrangements.

MICHAEL L. HEIL, Colonel, USAF  
Commandant  
Air Force Institute of Technology